



Home-Based Summer Programme 2021

Frequently Asked Questions

18 June 2021

Table of Contents

Content	Page(s)
General Information	3
Information and role of the school principal	5
Information for tutors	7

Sources of Information

[Letter to Principals](#) (4 June 2021)

2021 Home-Based Summer Programme to Support Children with Complex Needs *Covid-19*
[Guidance for delivering in-home tuition and personal care](#)

Summer Programme [Guidance for Teaching and Learning Home-based strand](#)

2021 Home-Based Summer Programme to Support the Education or Care Needs of Students with Complex Needs [Overview for Parents and Teachers/SNAs](#)

[Grant Claim Form](#)

[Part 4a](#) *Timetable for additional provision of 5th week* where an eligible child was approved for the in-person supplementary programme but did not avail of any hours

General Information

What is the purpose of the programme?

The programme's key aims are:

- to support pupils to continue their engagement with education,
- to build pupils' confidence and increase their motivation,
- to promote wellbeing for pupils who are at key transition stages
- to help pupils to progress onto their planned further educational placement or adult service next September as appropriate.

If a child's school is operating a school-based summer programme, can parents/guardians opt to avail of a home-based programme for their child?

If a child's school is running a school-based programme it must be availed of at the school and the home-based programme will not be available to the child.

Which pupils are eligible for the home-based programme?

Pupils with complex needs in a school where the school-based summer programme is not operating can avail of the home-based programme. The following categories of pupils are considered as pupils with complex needs for the 2021 programme:

- ✓ All pupils in special schools and special classes in primary schools.
- ✓ Pupils in mainstream classes in primary schools who are accessing the highest level of the continuum of support (Student Support Plus/for a few).
- ✓ Pupils with Autism, Down syndrome, sensory impairments, and other disabilities who were identified for the In-person Supplementary Programme of 2021.
- ✓ Pupils who are experiencing difficulty / presenting with exceptional needs due to the current school closure.

Note: children in the above categories entering primary school next September are also eligible for the programme.

How will the home-based programme operate?

This programme will operate in a similar manner to the *In-person Supplementary Programme* earlier this year. Parents can engage either a teacher or an SNA in a private arrangement.

A maximum of **10 hours per week** for 4 weeks (40 hours) of home based in-person tuition or care support can be provided over the summer holidays. These weeks do not have to run consecutively.

This can be extended to 50 hours (10 hours for 5 weeks) where an eligible child was unable to avail of **any hours** under the supplementary programme which ran from February to the end of April 2021.

The Department of Education emphasise the need for **compliance with all public health and safety measures** whilst engaging in this in-home provision. Further details can be found in *2021 Home-Based Summer Programme to Support Children with Complex Needs: Covid-19 Guidance for delivering in-home tuition and personal care* ([Download](#))

Does any part of the Grant Claim Form need to be sent to the DE before beginning the programme?

The programme can begin once steps 1 and 2 below have been completed and the school is not running a school-based programme or does not have the capacity to accommodate the child.

For 2021, there is no requirement to submit any part of the grant claim form to the Department of Education before tuition commences. The DE have stated that no sanction letter will issue before starting.

- 1) **Schools** must complete part 1 of the form and provide it to parents.
- 2) **Parents** must complete part 2 and 3 *prior* to tuition commencing.

All parts of the [Grant Claim form](#) (when completed) should be submitted to the Department of Education **after** tuition has concluded.

It is the responsibility of the parent(s)/guardian(s) to complete and submit the completed Grant Claim Form to the Department of Education as soon after the provision has concluded but no later than **Friday 3 September**.

Completed forms should be returned to the Summer Programme Team in the Special Education Section of the Department of Education at the address below:

Department of Education
Home-Based Summer Programme
Special Education Section
Cornamaddy
Athlone
Co Westmeath N37 X659

Who can deliver this programme?

This programme will be provided by teachers or SNAs on a voluntary but paid basis. If the parent/guardian engages **more than one** teacher/SNA it is important that the combined hours of the teachers or SNAs does not exceed the total hours for which the child is eligible.¹

Teachers participating in the scheme must be registered and vetted with the Teaching Council. SNAs must be currently employed by a school and have been vetted.

In circumstances where a parent cannot source a teacher qualified in the child's sector, the Department of Education allows a parent to engage the services of a teacher who is registered with the Teaching Council and who has a degree (minimum Level 7) in a relevant area. These teachers will be paid at the modified rate.

Information and role of the school principal

1. Identify children who are eligible for the home-based summer programme.
2. Bring the scheme to the attention of the parents / guardians of eligible pupils.
3. Where parents/guardians wish to participate in the scheme, complete Part 1 of form provided by the Department of Education and furnish parents / guardians with same.

¹ Overview for Parents and Teachers/SNAs (p 9)

4. Assist parents/guardians in securing the services of a teacher or SNA who is known to the school.
5. Inform all school teaching staff and SNAs about the details of the programme.
6. Draw up a list of school staff who have expressed an interest in participating in the programme.
7. The following is a list of potential staff who can provide home-based programme.

TEACHERS	SNAS
<ul style="list-style-type: none"> ✓ The child's classroom <i>teacher</i> ✓ The school SET(s) ✓ Any other teacher in the school ✓ Teachers on school's substitute list ✓ Recently retired teachers 	<ul style="list-style-type: none"> ✓ An SNA that works in the child's class ✓ An SNA that has previously worked with the child ✓ Any other SNA in the school ✓ Any other SNA on the school's substitute list ✓ Recently retired SNAs

8. Confirm staff availability, check parent requests, and match and allocate as appropriate.
 (**Note:** The NCSE also provides information on how to source a teacher or SNA where parents cannot source one through their schools. www.ncse.ie
 Support can also be accessed through the Irish Primary Principals Network (IPPN) noticeboard which can be accessed on: www.educationposts.ie)

9. Share the relevant online learning plan for each week, student support plan and /or personal pupil care plan with the teacher or SNA providing the home-based programme.

10. Furnish parents/guardians with the relevant documentation. This will include:

- **The Statutory Declaration** (Appendix 1) of the Grant Claim Form In line with well-established **Child Protection Procedures**
- The **Form of Undertaking** (Appendix 2) of the Grant Claim Form (which must be completed prior to the commencement of any tuition/care support)

Note: The Teacher/SNAs vetting disclosure must be provided directly to the parent/guardian by the Teacher/SNA.

***It is important to note that a Statutory Declaration for a teaching post is not sufficient for this programme.**

If a teacher had a statutory declaration signed in 2020 for participation in summer provision 2020 or signed for the in-person supplementary provision (Spring 2021) this is valid until the end of 2021. If possible, a copy should be attached to the grant claim form.

If this is a teacher's first time participating in home-based programme then it is a requirement to attached a completed Statutory Declaration signed by a notary public/commissioner of oaths/peace commissioner or practicing solicitor.

The Statutory Declaration must be signed prior to the commencement of any tuition/support.

Can the home-based programme be conducted remotely / using an online platform?

No, as the purpose of the scheme is to provide in-person support to help ensure a better learning experience for eligible pupils.

There is one **exception**, pupils with complex needs who are at very high risk of contracting Covid-19 and who have not returned to school this year are permitted to access home-based provision remotely.

Are schools permitted to employ newly qualified teachers to work on the summer programme?

Newly graduated teachers/those due to graduate later this year can work on the summer programme where they have commenced their registration process with the Teaching Council and where the following conditions are fulfilled:

1. They have received their final results from their HEI confirming they are eligible for registration with the Teaching Council.
2. Garda vetting has been completed as part of their application for registration with the Teaching Council.
3. Their registration with the Council will be finalised prior to 8 October 2021.

Are schools permitted to employ PME student teachers to work on the summer programme?

PME student teachers who have applied for registration with the Teaching Council under Further Education can be engaged by primary or post-primary schools where the following conditions are fulfilled:

1. Garda vetting has been completed as part of their application for registration with the Teaching Council.
2. Their registration with the Council under Further Education will be finalised prior to 8 October 2021.

What tutors will be in receipt of the modified rate?

In circumstances where a teacher qualified in the child's sector cannot be accessed, the Department of Education allow parents/guardians to engage a teacher who is registered with the Teaching Council as a PME or in any other sector and who has a degree (minimum Level 7 on the National Framework of Qualifications) in a relevant area. The grant rate for these tutors will be the **modified rate**.

Can a teacher on leave partake in the home-based programme?

A teacher who is availing of approved paid leave from their employment during the period of the home-based programme is **not eligible** to be employed as a tutor.

Can teachers who are currently on Career Break participate in the home-based programme?

Yes, teachers on Career Break for the 2020-2021 school year are eligible to participate in the summer programmes.

Can job-sharing teachers participate in the home-based programmes?

Yes, teachers who are currently working in a job-share arrangement are permitted to participate in the programme.

Are retired teachers eligible to work on the summer programmes?

Retired teachers are permitted to work on the summer programme subject to the restrictions of the pension scheme governing their retirement.

Can the school premises be used to facilitate home based summer programme?

No, it is not permitted to use a school premises for the purpose of providing a home-based programme.

Information for tutors

Is there a rule on how many hours must be provided each day?

The 10 hours per week allocation must be strictly adhered to and any tuition hours provided in excess of 10 hours per week will not be funded. It can be provided any time over the summer holidays. The weeks do not have to run consecutively.

It is a matter between tutor and parent/guardian to agree how best to support the child for the provision. Tuition must be provided between 9am and 6pm Monday to Friday only. Unused hours from one week cannot be transferred to a subsequent week.

Parents have asked for a copy of my Garda vetting, do I need to supply it?

The Grant Claim form requires tutors to make a statutory declaration and form of undertaking. Separate vetting does not arise for home-based programme.

A teacher can log on to Digitary Core to download a copy of their vetting disclosure if required.

Am I entitled to EPV days?

No.

Is it permissible to provide support for the siblings together or must this be delivered on a one-to-one basis?

Home-based support must be provided on a **1-to-1 basis**, except with siblings.

To provide for the differentiated needs of siblings with special needs in the home, an increased shared allowed allocation is provided for siblings

No. of Siblings	2 children	3 children	4 children
No. of hrs per week	15 hrs x 4 weeks	20 hrs x 4 weeks	25 hrs for 4 weeks

Conditions required for separate allocations

Separate allocations of 10 hours per week will be provided to a child where the child is:

- Attending school at a different educational level to their sibling (ie one primary and other post-primary)
- One child is in a specialised settings (ie one in special class or special school and the other in mainstream class)
- Where two eligible children are each in a specialised setting (ie a special class or special school)
- Or where one sibling is living in a separate home.

Is there specific advice for tutors regarding Covid-19 and protecting both tutor and pupil?

Please refer to the 2021 Home-based Summer Programme to Support Children with Complex Needs – Covid-19 Guidance for delivering in-home tuition and personal care ([Download](#))

The parents would like me to take their child out on day trips using my car, is this allowed?

The INTO would advise against a teacher taking a child in their own car for Summer Provision. In light of Covid-19 it is acknowledged that public transport may not be a feasible option this summer and so it will be difficult to organise outings, but a teacher puts themselves in a vulnerable position if they travel with a child in their own car. It would also be advisable to check with your own insurance company.

How do I protect myself when working with a child one to one? (Child Protection)

We would recommend that a common sense approach should be taken around child and personal protection as you would in school when providing 1-1 teaching. For example leave the door open, ideally the room you are using should not be in an isolated part of the house, keep to common areas of the house ie kitchen etc. It would be advisable that another adult should be in the home but this may not always be feasible. It is also good practice to keep a record of the day to day interactions with the child. It is also advisable to follow the usual child protection guidelines.

Am I insured by the DE /school? (indemnity insurance)

No you are not covered by the DES or school. This is private arrangement between you and parents. You should be covered by the homeowners insurance policy.

Will I be reimbursed for any PPE or products that I need to buy? (hand sanitizers, masks etc)

The home-based scheme is a private arrangement between parents and tutor and as far as we are aware there is no provision for the reimbursement of any additional costs.

What are the rates of payment for teachers and SNAs who participate in the home-based programme?

Grant Rates	
The grant rates per hour for all tuition provided is:	
Fully Qualified Primary Teacher	€ 39.09 per hour
Modified Rate	€ 35.14 per hour
SNA	€ 16.77 per hour

What tutors will be in receipt of the modified rate?

In circumstances where a teacher qualified in the child's sector cannot be accessed, the Department of Education allow parents to engage a teacher who is registered with the Teaching Council as a PME

or in any other sector and who has a degree (minimum Level 7 on the National Framework of Qualifications) in a relevant area. The grant rate for these tutors will be the **modified rate** of €35.14 per hour.

How will teachers get paid?

Payment is made directly to the Teacher/SNAs bank account. It is the responsibility of Teachers/SNAs to ensure that the bank details held by the DE for payment under this programme are current. Where bank details require to be set up/amended each Teacher/SNA should complete this *Change of Bank Details Form* <https://www.gov.ie/en/form/48283-change-of-bank-details> / and submit with the Grant Claim Form.

How much tax / deductions will be made from my payment?

Details re deductions that will be made from payment are outlined on pages 10 and 11 of *2021 Home-Based Summer Programme to Support Education or Care Needs of Students with Complex Needs Overview for Parents and Teachers/SNAs* ([Download](#))

When should teachers and SNAs expect to receive payment?

Payment for all correctly completed claims received by the closing date will issue on 28 October 2021.

What is the programme content?

Details regarding the programme content is contained in *Summer Programme Guidance for Teaching and Learning Home-based strand* ([Download](#))

What is the role of the teacher/tutor?

When the home-based programme is being prepared, the teacher(s)/tutor(s) chosen by parents to participate in the home-based scheme should:

- Give parents confirmation of their Teaching Council registration and sign the Statutory Declaration
- Seek access, through the parents, to the most recent support plan for the child
- Consult the parents and use a pre-programme survey to establish the child's priority learning needs, strengths, interests and how they could be best supported
- Design a comprehensive plan for the summer programme
- Communicate the plan for the programme clearly to the parents
- Discuss progress on the plan regularly with the parents
- Maintain a record of content and skills taught during the summer programme
- Provide a summary of this summary to the parents at the end of the programme.

Is there a maximum number of children that a tutor can provide support to?

No - there is no maximum limit, but teachers must adhere to the published terms and conditions of the scheme (i.e., tuition between 9am and 6pm Mon to Friday, 1:1 provision exception for sibling applications, allowing time for travel and rest breaks between provisions etc.).

Specific queries to the home-based programme should be sent to:
homebasedsummerprogram@education.gov.ie