



An Roinn Oideachais
Department of Education

2022 Summer Programme for all Primary Schools

Overview – Terms and Conditions

Contents

Background		4
Summer Programme 2022	4	
Summer programme for all Primary schools		5
Primary Inclusion Programme		6
Pupil eligibility	6	
Duration of Programme	7	
Staffing allocation - Number of groups	7	
Minimum pupil numbers required	7	
Special Class and Special School Programme		8
Pupil eligibility	8	
Duration of programme	8	
Staffing allocation	8	
Minimum pupil numbers required	8	
Literacy and Numeracy Summer Camp Programme/Campaí Samhraidh		9
Pupil eligibility	9	
Duration of programme	9	
Staffing allocation	9	
Minimum pupil numbers required	9	
Staff training	9	
Application process		10
Online Registration Portal	10	
Resource Allocation Appeals	10	
Staffing resources		11
Overseer Role	11	
Preparation Hours	11	
Recruitment of external staff	12	
Recruitment of graduate teachers	12	
Recruitment of PME student teachers	13	
Recruitment of undergraduate student teachers	13	
Staff information		15
Payment rates	15	
Substitute rates of pay	15	
Eligibility of teachers/SNAs on approved leave	15	
Retired teachers	15	
Payment process		16

Additional supports		17
Capitation	17	
Transport	17	
Further information		18
Irish language	18	
Public Health Guidelines	18	
Length of school day	18	
Inclusion Programme and Special Class and Special School Programme	18	
DEIS Literacy and Numeracy Camps	18	
Queries and Support		19

Background

Impact of COVID-19 on the education of pupils with complex needs and pupils at risk of educational disadvantage.

The COVID-19 pandemic and associated disruption to education has had adverse consequences for many children and their families. The effect on children with complex SEN and those at greatest risk of educational disadvantage is even greater.

While significant work has been carried out at school level to encourage all pupils to engage in learning over this period, not all pupils have engaged. The disruption in education is having a negative impact on the lives and wellbeing of many children with complex SEN and their families. The interruption of the regular school routine, social interaction with friends and other school supports has presented a risk of regression in the learning, social and emotional development and wellbeing of these children. There is a risk that some pupils will find it challenging to transition successfully to a more senior class or to re-engage with school in September 2022.

Summer Programme 2022

This year's summer programme is building upon 2021's programme. Once again, all schools (primary and-post primary) will continue to be encouraged to provide school-based summer programmes.

The programme's aims are to support pupils' ongoing engagement with education, to build their confidence and increase their motivation, promote wellbeing and for some who are at key transition stages, help to ensure they can progress to their planned educational placement next September along with their peers.

A school-based programme provides a more holistic experience for pupils and helps keep the connection with school and peers. The Department is therefore continuing to seek the involvement of additional schools by providing all primary schools with the opportunity to provide summer programmes this year.

Measures to encourage schools to offer the programme

Enhanced measures will again be put in place to encourage schools to offer the programme, including measures to reduce the administrative burden, provision of funding to schools towards preparation and overseeing of the programmes and provision to recruit newly qualified teachers graduating this summer. Additionally, undergraduate student teachers who have registered with the Teaching Council under Route 5 can work on the programme in 2022. Also, participating schools will submit claims through the Department's Esinet system which will facilitate the earlier payment of staff who work on the programme.

While many principals will wish to continue with organising and running the programme in their schools, the 2022 Summer Programme permits principals to delegate these functions to other members of staff through the Overseer role and preparation hours. The Overseer and preparation roles provide an exciting personal opportunity for teachers to develop their leadership skills and experience with recognition at a whole-school level.

Summer programme for all Primary schools

There are three programmes available at primary level for Summer 2022:

Programme	Available to:
Primary Inclusion Programme	<ul style="list-style-type: none"> • Primary mainstream schools (including DEIS schools).
Special Class and Special School Programme	<ul style="list-style-type: none"> • All special schools • Special Classes at primary level (including DEIS primary schools)
Literacy and Numeracy Summer Camp/Campai Samhraidh	<ul style="list-style-type: none"> • All DEIS primary schools

The features of each programme are outlined below:

Primary Inclusion Programme

Pupil eligibility

The Primary Inclusion Programme is open to pupils who have complex needs and those who are most at risk of educational disadvantage.

For the purposes of the Primary Inclusion Programme, pupils with complex needs are defined as:

Students presenting with the most significant needs in mainstream classes in primary schools who are accessing the highest level of the Continuum of Support (School Support Plus). This will include a small number of students with enduring needs which significantly affect their capacity to learn, to function independently and to participate in education. These students require highly individualised and differentiated learning programmes that are significantly different to their peers. These students may present with the following:

- Significant needs with physical and/or sensory functioning (including students who are Deaf or have severe to profound hearing loss and students who are blind or have a severe to profound visual impairment)
- Significant needs in cognitive functioning and independence/daily living skills (including students who have moderate to severe OR significant/profound learning disability)
- Significant needs in social communication, social interaction combined with rigid repetitive patterns of behaviour (including students with Autism)
- Students with Down syndrome
- Students with severe OR significant emotional behavioural needs to the extent that these behaviours of concern are impacting on a student's ability to learn, to function independently and to participate fully in school life.

Children who meet the above criteria and are entering primary school in September 2022 are also eligible for the programme.

Once places have been allocated to pupils with complex needs as outlined above, schools may offer places to pupils who they consider to be at risk of educational disadvantage.

The following is a guide to assist schools in identifying and selecting pupils for the remaining places following the allocation to pupils with complex needs:

- Pupils already identified by the school as being most at risk of educational disadvantage and at risk of early school leaving
- Pupils accessing SET or SNA school supports during the school year
- Pupils who could not access or participate in online learning due to their domestic circumstances or home environment
- Pupils who have missed significant periods of school or who have been identified as having poor attendance
- Pupils from Traveller and Roma communities.

The Inclusion Programme also offers an opportunity for schools to address the needs of migrant students such as addressing English language skills and integration, including students who have recently arrived in Ireland from the Ukraine.

The above criteria are not prescriptive but are intended as a guideline. Schools are best placed and have the autonomy to determine which pupils are most likely to be at risk of educational disadvantage. Schools are also best placed to determine how this programme will be run to meet the needs of their cohort of pupils.

A Home-based programme will be available for pupils with complex needs where the school-based programme is unavailable.

Duration of Programme

The Primary Inclusion Programme should run for at least 2 weeks and for a maximum of 3 weeks during the school summer holidays. The programme cannot run on weekends or on a Bank Holiday.

Staffing allocation - Number of groups

Schools can form Primary Inclusion Programme pupil groups of up to 12 pupils supported by 1 teacher and 1 SNA. Staffing allocations are based on enrolment

Enrolment	Teachers	SNAs	Number of Pupil Groups
Under 300	1	1	1
300 – 599	2	2	2
600-899	3	3	3
900 +	4	4	4

If more than 50% of maximum student allocation of places are assigned to pupils with complex needs the school may form additional group(s) by selecting the option of forming additional group(s) in the online registration portal.

Minimum pupil numbers required

It is anticipated that there should be a minimum of 6 pupils per class in the Primary Inclusion Programme.

The Department's approach is intended to be flexible so as to maximise the number of schools participating. If schools have any queries in relation to minimum thresholds please contact schoolsummerprogramme@education.gov.ie

Special Class and Special School Programme

Pupil eligibility

The Special Class and Special School Programme is open to all pupils attending special classes and special schools.

If the number of places available on this programme is less than the number of pupils enrolled in a school, schools should focus on pupils that have difficulty accessing the home-based programme.

A home-based programme will be available for pupils with complex needs where the school-based programme is unavailable.

Duration of programme

The programme should run for at least 2 weeks and for a maximum of 5 weeks during the school summer holidays. The programme may not be run on weekends or on a Bank Holiday.

Staffing allocation

Staffing resources (teachers and SNAs) for the Special Class and Special School Programme are the same as those provided for the participating children during the normal current school year, having regard to the prevailing Pupil Teacher Ratio and, subject to the full participation of the relevant students.

Minimum pupil numbers required

Schools are asked to note that classes should be comprised of a minimum of four children **enrolled** in the special class to participate in the Special Class and Special School Programme. However, the Department's approach is intended to be flexible so as to maximise the number of schools participating. If schools have any queries in relation to minimum thresholds please contact schoolsummerprogramme@education.gov.ie

Literacy and Numeracy Summer Camp Programme/Campaí Samhraidh

Pupil eligibility

Schools are free to target the cohort of pupils they feel will benefit from the experience, taking due cognisance of the importance of early intervention and pupils' individual needs. Schools may allocate places to any age range, including 6th class.

Duration of programme

Schools can choose to run up to 2 literacy and numeracy camps/campaí samhraidh of 1 week's duration each during the school summer holidays. The camps may not be run on a weekend or a Bank Holiday.

Staffing allocation

Schools can support up to 36 pupils per week each week, with each camp supported by 1 teacher for every 12 pupils. Schools may also apply to run camps comprising 2 teachers for 24 pupils.

The DEIS Primary literacy and numeracy camps/campaí samhraidh must be taught by registered teachers.

The design of the Summer Camp, in line with the Framework set out in the **Camp Handbook** will be decided by each school, based on their pupils' needs. The programme is funded to target educational and social disadvantage. It seeks to assist pupils who are experiencing social or academic difficulties in language and numeracy who would benefit from a week-long Summer Camp with a very small teacher-pupil ratio.

Minimum pupil numbers required

Schools are asked to note that camps must be comprised of a minimum of 12 pupils to be considered eligible to participate in the DEIS Literacy and Numeracy Summer Camp Programme/Campaí Samhraidh.

Staff training

Training sessions for the delivery of the Literacy and Numeracy/Campaí Samhraidh Programme for DEIS primary schools will be hosted by Dublin West/Navan Education Centres. Further details will issue to all participating schools.

Application process

Online Registration Portal

Primary schools that wish to participate in the 2022 Summer Programme must register on the department's Online Registration Portal.

The portal will be open from 10.00am on Wednesday 04 May 2022 and the link published on www.gov.ie/summerprogramme

Following registration, sanction letters will issue to schools for each programme from the Department outlining resources that have been sanctioned.

Resource Allocation Appeals

If a school has a query or wish to appeal for additional staffing including SNA support, they should contact schoolsummerprogramme@education.gov.ie setting out the basis of the appeal.

Appeals must be submitted no later than **5pm on Friday 01 July 2022**

Staffing resources

Overseer Role

Each school must appoint one Overseer for the summer programme. The role of Overseer is not restricted to the school principal, but must be undertaken by a permanent teacher in the participating school. For teachers other than principals undertaking the Overseer role, it presents them with a valuable opportunity to develop whole-school leadership skills and to build up management experience for their own career progression.

The Overseer is not permitted to participate in the programme in a teaching role as they will be responsible for co-ordinating and leading the programme within the school.

The Overseer must be present for the full duration of the programme in order to deal with any issues that may arise.

The role of Overseer may be shared between more than one permanent teacher within the school. However, only one Overseer can work in that capacity at any one time. Each Overseer will be paid for the days/weeks of the programme that they work in the overseer role.

The Overseer role is not limited to, but will include the following duties:

- Acting as the point of contact for the Department and/or Education Centre and parents in relation to the summer programme
- Acting in a liaison role with other staff members working on the programme regarding any issues they might be experiencing
- Establishing and ensuring that their programme operates within resources as sanctioned by the Department
- Ensuring the current public health COVID-19 guidance and advice is adhered to by both pupils and summer programme staff
- Where applicable, ensuring school meals are provided to pupils enrolled in the summer programme.
- Where applicable, dealing with any issues relating to transport services for participating pupils
- Ensuring appropriate returns to the Department in respect of teacher, SNA, preparation hours and Overseer remuneration on or before published deadline dates.
- Ensuring staff involved with the payment process are issued with any relevant guidance documentation provided by the Department.
- Submitting claims to the Department or Education Centre for capitation and any transport costs.
- Ensuring that any summer programme evaluation material is completed and returned to the Department, including online evaluation questionnaires.

Preparation Hours

Preparation hours will be allocated at 10 hours per programme per week for each week of the programme. The Special Class and Special School Programme will be allocated 12 hours per week for each week of that programme.

Schools offering more than one programme will be provided with preparation hours for each programme.

Preparation hours can be undertaken by any teacher(s) employed by the school including the teacher appointed to the Overseer role. Similarly to the Overseer role, carrying out preparation hours presents teachers with a valuable opportunity to develop whole-school leadership skills and to build up experience for their own career progression.

The total preparation hours can be allocated to more than one teacher. It is envisaged that the bulk of preparation hours will be used prior to the commencement of the summer programme.

Preparation hours may be used for some or all of the following activities:

- Recruiting staff to work on the summer programme
- Where schools are using external staff, establish procedures to facilitate the transfer of relevant pupil information, appropriate planning documentation and details of school policies and procedures to new staff or to staff who are unfamiliar with the pupils
- Identifying target pupils to enrol on the summer programme and communicate with their parents/guardians
- Familiarise teachers/SNAs with guidance materials and resources provided by the Department
- Develop a timetable for the summer programme
- Where required, make arrangements for transport
- Support the Overseer in making appropriate returns to the Department in respect of staff remuneration on or before published deadline dates

Recruitment of external staff

With the exception of the Overseer role which must be undertaken by permanent teacher(s) in the participating school, schools can employ teachers and/or SNAs from outside of their school if the staff normally employed by the school are not available for any/all of the summer programme.

The Teaching Council and Irish Primary Principals Network (IPPN) will promote the summer programmes with this year's graduate teachers, Professional Masters of Education (PME) student teachers and undergraduate students registered under Route 5 to increase the supply of available teachers this summer. More information is available for each category of teacher in the relevant sections below.

To help teachers and SNAs identify summer programme vacancies in schools, the IPPN has created Summer Provision Noticeboards. These noticeboards can be viewed by creating an account on www.educationposts.ie This will help schools to find relevant staff in their local area.

Schools must comply with standard recruitment and vetting procedures in the employment of all staff.

Recruitment of graduate teachers

Graduate teachers 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 07 October 2022.

Teachers who meet the above conditions will be paid at the qualified rate for their participation if they are teaching in the same sector

Recruitment of PME student teachers

A PME student teacher registered with the Teaching Council under Route 3 Further Education can work on the summer programme.

PME student teachers currently in Year 1 of the programme, who have applied for registration with the Teaching Council under Further Education, can be engaged by 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 07 October 2022.

PME student teachers registered with the Teaching Council under the Further Education route will be paid at the modified rate for work on the summer programme.

Recruitment of undergraduate student teachers

Student teachers who are:

- currently in Year 3 of a four-year undergraduate teacher education programme or;
- currently in Year 3 or Year 4 of a five-year undergraduate teacher education programme

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. Garda vetting has been completed as part of their application for registration with the Teaching Council.
2. Their registration with the Council under Route 5 – Student Teachers will be fulfilled by 07 October 2022.

A student teacher registered with the Teaching Council under Route 5 can be engaged by primary or post-primary schools.

Undergraduate student teachers registered with the Teaching Council under Route 5 will be paid at the modified rate for work on the summer programme.

Graduate teachers, PME student teachers and Route 5 undergraduate student teachers will be paid in the same manner as substitute staff.

Staff information

Payment rates

Overseers, teachers and SNAs who work on the programme will be paid for this work based on what they are normally paid during the school year, i.e. their personal rate.

Preparation hours will be paid in the same way.

An online portal will be available to schools to submit payment claims this year to simplify the process. The Department will endeavour to reduce payment times this year for all complete payment claims submitted before published deadline dates. The Department will process payments to teachers and SNAs as completed payment claims are submitted over the summer period.

Substitute rates of pay

Contracted teachers and SNAs will be paid additional remuneration based on what they are normally paid during the school year i.e. their personal rate. All others will be paid a daily/hourly rate of pay.

Eligibility of teachers/SNAs on approved leave

A teacher or SNA who is availing of approved paid or unpaid leave from his/her employment during the period of the summer programme is not eligible to participate. However, a teacher or SNA who is on career break or who is job sharing may be employed as a teacher or SNA during the period of the programme. Job sharing teachers or SNAs can participate full time in the summer programme; however they must work in accordance with their normal working pattern. i.e. 3 days, 2 days, week on/week off

Retired teachers

Teachers who have retired on medical grounds Strands 1 and 2 cannot participate in the summer programme.

Teachers retired under Strand 3 may participate in the summer programme. Please note they are subject to the restrictions of the pension scheme governing their retirement.

Payment process

For the 2022 programme, participating schools will utilise the Department's Esinet system to submit claims. This will allow claims to be processed on an ongoing basis during the summer, and reduce the reliance on paper-based claims.

The Principal or Local Administrator is to re-assign Data Approver and Data Entry roles within the school for the purposes of the summer programme.

It will be important that all payment claims are submitted by published deadline dates to ensure staff are paid on time.

Guidance and support will be provided by the Department throughout the process. Further details on how claims can be submitted will be issued to participating schools in due course.

Additional supports

Capitation

A non-pay grant of €30 per pupil per week will be paid to all schools participating in the Primary Inclusion Programme and the DEIS Literacy and Numeracy Camps.

A non-pay grant of €60 per pupil per week will be paid to all schools participating in the Special Class and Special School Programme.

Transport

- **Special Educational Needs (SEN) School Transport Scheme**

SEN Transport Scheme services may be available to pupils with complex needs that normally avail of the SEN Transport scheme. Where the transport is not available, grant funding will be provided to parents in the form of the Special Transport Grant (STG).

This grant is calculated based on the number of days the child attends school which is confirmed by the school completing a statement of attendance form at the end of the programme. This form must be signed by the school principal and forwarded to the School Transport Section in advance of any payment being made.

Where a school registers for the Summer Programme they will receive a link to a form which must be completed and returned to the Department's School Transport section as soon as possible after registration if SEN services are required for pupils.

- **Mainstream School Transport**

It is important to note that the Department's Primary School Transport Scheme will not operate for the duration of the summer programmes in 2022.

Where transport to and from a **primary summer programme** is identified as a barrier for certain pupils to attend the programme, schools may make their own local transport arrangements and claim the associated costs from the Department up to a maximum of €1,750 per week.

Transport should only be arranged for those pupils who are already availing of school transport under the Department's Primary School Transport Scheme.

All claims in respect of transport costs must be accompanied by:

- the appropriate receipts e.g. private bus company receipts, taxi receipts
- names of pupils who were provided with transport to and from the summer programme and
- confirmation that they are currently availing of the primary school transport scheme and submitted to summerschemeclaim@education.gov.ie once the programme has concluded.

Further information

Irish language

It is important that Irish is the sole language of communication in the Irish-medium programmes.

Public Health Guidelines

Schools are required to operate summer programmes in accordance with any current public health advice and guidelines. The most up to date information is published on the HSE website at:

<https://www2.hse.ie/conditions/covid19/>

Length of school day

Inclusion Programme and Special Class and Special School Programme

The length of the school day for these two programmes is aligned with the normal school day as outlined in Circular 11/95.

DEIS Literacy and Numeracy Camps

Activities for the DEIS literacy and numeracy camps will be provided for 22.5 hours over the course of the week

- The starting time for a camp is to be no later than 10 o'clock
- Four hours of instruction must be provided each day
- In addition to the four hours instruction, a total of 30 minutes is set aside each day for a fully-supervised lunch/break period

Queries and Support

All relevant information and training resources for the summer programme can be found at this link: <https://www.gov.ie/Summerprogramme>

All other queries can be directed to schoolsummerprogramme@education.gov.ie

A Summer Programme helpline is also available at 09064 84292

NCSE provide resources to support the school-based summer programme. The resources support tutors to provide fun and engaging learning experiences for students that focus on consolidating relationships with their schools, supporting physical, social and emotional well-being, developing resilience, building their confidence as learners and developing skills and routines to support successful transition into the next stage of their schooling. Resources will be available in Irish, English, Ukrainian and Russian. The resources will be available in May 2022 at this link: <https://ncse.ie/summer-programme>