

## Home-Based Summer Programme 2023

### Terms and Conditions for Group Arrangements

Note: These terms and arrangements apply where the home-based summer programme is arranged by parents/guardians with private providers outside of school settings:

1. Any agreement will apply to the 2023 Home-Based Summer Programme only and should be brought to the attention of the relevant parents/legal guardians.
2. The facility will operate at least 1 group on the basis of 6 children per group. The facility can choose from 2 options for the staffing of the group. Please note that the facility will not be a recognised school as a suite of summer programmes is available for recognised schools.

**Option 1: 1 qualified teacher and 2 assistants who must all be registered and vetted with the Teaching Council of Ireland.**

A pro-rata reduction will be applied both in terms of the number of tutors/assistants and the payments where the group is not operating at full capacity. In this regard, every effort should be made to have groups operating with the full complement of both students and tutors/assistants. The minimum number of children required to operate a group is 4.

**Option 2: 1 qualified teacher who must be registered and vetted with the Teaching Council of Ireland and 2 Special Needs Assistants who have been vetted.**

A pro-rata reduction will be applied both in terms of the number of tutors/assistants and the payments where the group is not operating at full capacity. In this regard, every effort should be made to have groups operating with the full complement of both students and tutors/assistants. The minimum number of children required to operate a group is 4.

3. All teachers/assistants must be vetted since the date of commencement of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012, which was on 29 April 2016. You must request a newly issued vetting disclosure in circumstances where you are employing a new teacher/assistant for the first time.
4. The Department will only provide funding for children who meet the home based summer programme's published eligibility criteria who are enrolled in school and where the parent is in receipt of a sanction email from the Department of Education confirming their child's eligibility for the scheme.
5. This arrangement is dependent on the parents/legal guardians providing their written agreement authorising their child's attendance at the facility and for their home based summer programme grant to be paid directly to the facility. (Mandatory Form for completion attached)
6. Payments are calculated on the basis of a collective rate as set out below

**Option 1: 1 qualified teacher and 2 assistants who must be registered and vetted with the Teaching Council of Ireland**

Payments are calculated on the basis of a collective rate i.e. for each group the hours allocated for one child (10) are calculated at the qualified grant rate (Primary group €46.00 per hour – Post Primary group €50.50) and the remaining (50) hours (allocated to a maximum of five further children) calculated at the modified grant rate (€38.05) On the basis of the above, an appropriate pro-rata daily grant rate will be calculated.

**Pro-Rata Breakdown:**

6 Children	-	1 Qualified Tutor + 2 Assistants
5 Children	-	1 Qualified Tutor + 2 Assistants
4 Children	-	1 Qualified Tutor + 1 Assistants

**Option 2:** 1 qualified teacher who must be registered and vetted with the Teaching Council of Ireland and 2 Special Needs Assistants who have been vetted.

Payment for each group - the hours allocated for two children (20) are calculated at the qualified rate (Primary group €46.00 per hour – Post Primary group €50.50) and the remaining (40) hours (allocated to a maximum of four further children) calculated at the SNA hourly rate (€17.37). On the basis of the above, an appropriate pro-rata daily rate will be calculated.

Pro-Rata Breakdown:

6 Children	-	1 Qualified Tutor + 2 SNAs
5 Children	-	1 Qualified Tutor + 2 SNAs
4 Children	-	1 Qualified Tutor + 1 SNA

7. While such circumstances should not arise, for groups where there is a teacher who is not qualified in the sector for which tuition is being provided, all hours will be paid at the modified rate. Where it is necessary to engage a substitute teacher, at a very minimum they should have a primary degree (minimum Level 7 on the National Framework of Qualifications) in a relevant area and be registered with the Teaching Council of Ireland. The Department will seek evidence that reasonable efforts have been made to procure the services of a qualified teacher. In the event that such evidence is not forthcoming the Department will retain the right to discontinue the arrangement forthwith.
8. Subject to approval by the Department, direct grant payment will be made on the basis of the following:
  - Payment will be made directly to the facility in late October/early November. Direct Payment Agreement Forms (see appendix 1) must be submitted with each parents grant claim form and must be submitted when provision has concluded but not later than 08 September 2023.
  - Parents must complete an individual grant claim and the Facility must forward copies of this form for each child participating in the group arrangement.
  - The group provider must also submit a covering letter with each group of Grant Claims outlining the details of each group to include the names of the children in each group and tutors assigned to each group as well as the dates and times of each group in the group.
  - A tax reference Number and a Tax Clearance access Number (TCAN) must be forwarded to this Department prior to any funding being directly issued to your company. Funding to your company is dependent on your continued compliance with section 95 of the Finance Act 2014.
  - The forms, together with the covering note should be returned to the Department all together and marked for the attention of **Michelle Hanafee, Home-Based Summer Programme – Group Arrangements, Special Education Section, Cornamaddy, Athlone, Co. Westmeath.**
9. In relation to absences, the Department will not make any deductions in respect of a child being absent for 5 consecutive days. However, where the child is absent for more than 5 consecutive days, the appropriate pro-rata daily grant rate will be deducted from the date of the 6<sup>th</sup> day of absence until the child returns to their placement.
10. The facility **must be registered with TUSLA (the Child & Family Agency)** and must be fully compliant with the associated regulations to include, but not limited to, Health & Safety, Child Protection and Insurance. **Proof of Registration with TUSLA must be forwarded to Special Education Section as available.**

11. The facility must be in compliance with the requirement, under the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 (NVB Act), that individuals who work with children and vulnerable persons are vetted by the National Vetting Bureau.
12. The Department will bear no liability whatsoever for the tutors engaged by the facility.
13. The terms of the School Transport Scheme do not apply to children who are eligible for the home-based summer programme and are attending a facility where a group arrangement has been approved by the Department.
14. Please note that the arrangements as set out above may be subject to change in line with the Department's policy in relation to the Summer Programme including the rates of pay and, in this regard, the Department reserves the right to make such alterations by notifying the facility of any such changes.
15. The Department reserves the right to inspect the facility.
16. All Summer Programme hours allocated to the child must take place in your facility. Hours cannot be divided between tuition at home and attendance at a group facility.
17. It is the responsibility of the facility to ensure that adequate supervision arrangements are in place to ensure the welfare and safety of students participating in the Summer Programme.

The facility should be mindful that the prevailing public health guidance is adhered to at all times. To get the most up to-date guidance please consult the HSE's website: <https://www2.hse.ie/conditions/covid19/>.

The facility should also be mindful where new staff are recruited who may not be familiar with some students' highly complex medical or behavioural needs. Parents should also satisfy themselves that their children are in a safe environment and where they may have concerns such concerns should be raised with the management of the facility.

## Direct Payment Agreement

To be signed by the parents of children attending

NAME OF FACILITY \_\_\_\_\_

Under the terms of

The 2023 Home-Based Summer Programme

Name of Child: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

I instruct the Department of Education to pay (name of facility) \_\_\_\_\_ for the 2023 Summer Programme which my child (named above) will attend, and that the grant which will fall due for payment under the 2023 Home-Based Summer Programme Scheme may be paid directly to (name of Facility) \_\_\_\_\_ in this regard as per the arrangement between (name of Facility) \_\_\_\_\_ and Department of Education which covers the period June 2023 to August 2023.

I instruct the provider under the terms of the scheme to provide confirmation of my child's attendance at (name of Facility) \_\_\_\_\_ during the Summer Programme should such information be required by the relevant section of the Department of Education or any other information required in respect of this matter.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

1. Department of Education

2. Name of Facility \_\_\_\_\_