

**INTO FAQ - HOME BASED SUMMER PROVISION 2020**  
**10/07/2020**

QUESTION	INTO RESPONSE
<p>Does any part of Grant Claim Form need to be sent to the DES <u>before</u> tuition can commence?</p> <p>What address should completed form be sent to?</p>	<p>For 2020, there is no requirement to submit any part of the form before tuition commences.</p> <p>The school part of the form and the tutor details plus statutory declaration and Form of Undertaking must be completed, dated and signed PRIOR tuition commencing. All forms should be submitted together after tuition has concluded</p> <p>It is the responsibility of parent/guardian and tutor to complete and submit the completed <a href="#">Home Based Summer Provision 2020 Grant Claim Form</a> to the DES as soon after tuition has been provided but no later than 28 August.</p> <p><u>Please note: this form is called Home Based Summer Provision 2020 – Grant Claim Form</u></p> <p>Form should be posted to:  Dept. of Education and Skills  Summer Education Scheme Payment  Cornamaddy, Athlone, Co Westmeath  N37 X659</p>
<p>Can a teacher/tutor provide home based summer provision to 2 separate children/ families by providing tuition to one family with the following timetable Child 1=Monday and Tuesday (5 hrs each day) and Child 2 =Thursday and Friday (5 hrs each day)</p>	<p>It is between you and the parents to agree the timetable for tuition. A note should be taken of the tuition hours for completion on page 5 of the grant claim form.</p> <p><i>* take note that revised forms will not be accepted by the DES.</i></p>
<p>Is there a rule on how many hours must be provided each day?</p> <p>The parent who has never availed of home based provision before thinks that it has to be 2 hours a day for 5 days each week, whereas my understanding was it has to be 10 hours a week but hours could vary each day.</p> <p>Have you got any information on this please?</p>	<p>The details are all available on the DES website in their FAQ document <a href="https://www.education.ie/en/Parents/Services/summerprovision/home-based-information-faqs-for-parents.pdf">https://www.education.ie/en/Parents/Services/summerprovision/home-based-information-faqs-for-parents.pdf</a></p> <p>It states:</p> <ol style="list-style-type: none"> <li>1) The 10 hour per week allocation must be strictly adhered to and any tuition hours provided in excess of 10 hours per week will not be funded</li> <li>2) Tuition must be provided between 9am and 6pm Monday to Friday only.</li> <li>3) Unused hours from one week cannot be transferred to a subsequent week.</li> </ol> <p>Page 5 Timetable of Tuition of the grant claim form <a href="https://www.education.ie/en/Parents/Services/summerprovision/home-based-summer-provision-2020-grant-claim-form.pdf">https://www.education.ie/en/Parents/Services/summerprovision/home-based-summer-provision-2020-grant-claim-form.pdf</a> doesn't specify that it has to be spread over all 5 days but just not to exceed 10 hrs per week.</p> <p>It would be up to you and the parent to decide and agree how best to support the child for the provision.</p>

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 his/her 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 himself/herself 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 DES /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.
The parents have requested a copy of my garda vetting which I do not seem to have. I have my Teaching Council Registration which as far as I am aware covers the vetting aspect but I don't know if this is sufficient.	<p>The grant claim form requires the tutor to make a statutory declaration and form of undertaking. Separate vetting does not arise for July provision.</p> <p>A teacher can log on to Digitary Core to download a copy of his/her vetting disclosure</p>
Am I entitled to EPV days for home based provision?	No.
Is there specific advice for tutors regarding Covid19 and protecting both tutor and pupil?	<p>Details are available on DES website  <a href="https://www.education.ie/en/Parents/Services/summerprovision/covid-19-guidance-for-provision-of-the-home-based-summer-programme.pdf">https://www.education.ie/en/Parents/Services/summerprovision/covid-19-guidance-for-provision-of-the-home-based-summer-programme.pdf</a></p>
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 advice is there around physical distancing?	<p>Details are available on DES website  <a href="https://www.education.ie/en/Parents/Services/summerprovision/covid-19-guidance-for-provision-of-the-home-based-summer-programme.pdf">https://www.education.ie/en/Parents/Services/summerprovision/covid-19-guidance-for-provision-of-the-home-based-summer-programme.pdf</a></p>
<p>Where can tutors advertise their availability?</p> <p>Where can parents find a tutor?</p>	<p>The DES does not keep lists of tutors available to provide tuition under the Summer provision. It may be useful to contact schools in your area and advise them of your interest in providing tuition under the scheme. Parents of eligible children regularly contact schools in the first instance.</p> <p>The NCSE have provided information to assist parents who are seeking a home tutor for 2020 and this can be accessed on  <a href="https://ncse.ie/wp-content/uploads/2020/06/Summer_Provision_2020.pdf">https://ncse.ie/wp-content/uploads/2020/06/Summer_Provision_2020.pdf</a></p>

Can an NQT teacher who is waiting on their Teaching Council number participate in the home based summer (July) provision.	As per the <u>Grant claim form</u> on the DES website parents/guardians of the child in receipt of the provision must complete / arrange completion in order for tutor to be paid. The tutor/sna part of the claim form requires the Tutor to put their Teaching Council number, this is mandatory. There is also an <u>Information</u> document which I would highly recommend that you read since you haven't done this before. This states that the parents must secure the services of a registered teacher or an SNA who meets the schemes qualification and child protection criteria. It goes on to state that in order to participate in the home based scheme you must engage the services of a <u>qualified teacher</u> , registered and vetted with the Teaching Council of Ireland. The completed form must be sent to the DES by the latest 28 August in order for it to be processed
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## DES Guidance

Further guidance can be found on the DES website

<https://www.education.ie/en/Parents/Services/summerprovision/home-based-information-faqs-for-parents.pdf>

## DES Contact details

Phone: (090) 648 4187 (10am to 5pm Monday to Friday)

Email for Home based programme: HomeBasedsummerprogram@education.gov.ie