



An Roinn Oideachais  
Department of Education

# **2021 Home-Based Summer Programme to Support the Education or Care Needs of Students with Complex Needs**

## Overview for Parents and Teachers/SNAs

## Introduction

Through expanding school-based summer programmes for 2021 the Department is seeking to have more schools involved in providing the programme and reducing the need for parents to rely on the home-based programme.

However, the Department recognises that not all schools will be in a position to provide a school-based programme.

A home-based summer programme will continue to be available for children with complex needs where their schools are not providing a school-based programme.

Under the home-based programme grant funding is made available so that parents/legal guardians can engage the services of a Teacher or an SNA to provide tuition or care support as appropriate in the child's home.

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

## Eligibility

The following categories of students are considered as students with complex needs for the 2021 Home Based Summer programme:

- All students in special schools and special classes in primary and post primary schools
- Students in mainstream classes in primary and post primary schools who are accessing the highest level of the continuum of support (Student Support Plus/for a few). This includes students with Autism, Down syndrome, sensory impairments, and other disabilities who were identified for the supplementary programme earlier this year.

Children in the above categories entering primary school next September are also eligible for the programme.

## Brief outline of Steps

### Before Beginning the Programme

**Steps 1, 2 & 3 should be completed in full PRIOR to commencing the programme.**

Step 1 the child's school will contact parents of eligible children providing a Grant Claim Form with Part 1 of the form completed. Where possible the school will provide a teacher or SNA available to carry out the programme with the child.

Step 2 involves the parent/legal guardian securing the services of a Registered Teacher or SNA who meets the scheme's qualification and child protection criteria and completing Part 2 of the Grant Claim Form i.e. personal details requested; name address PPSN etc. of parent and child.

Step 3 Once the parent has secured the services of a teacher/SNA, the parent and teacher/SNA must complete child protection measures and complete Appendix 1 & 2 of the claim form – they must also ensure they have read the guidance relating to allocation of Hours, Grant Rates and COVID-19 Guidance and then complete Part 3 of the Grant Claim Form,

### **Steps 4 & 5 should be completed when the programme has commenced/concluded**

#### During the Programme

Step 4 - During the programme, Parents and Tutors/SNAs complete the timetable of hours provided on Part 4 of the Grant Claim Form must be completed daily as the programme is delivered to the child entering the start time and the finish time.

#### After the Programme

Step 5 - Once the allocation of hours has been delivered the Declaration of hours provided, which is at the bottom of the timetable, must be signed by the parent **AND** the teacher/SNA. Once the programme has concluded the parent should submit the full Grant Claim Form to the address provided on the Grant Claim Form.

Further detail on each of the steps is set out below.

## Step 1 - School will contact parent/legal guardian of an eligible child

#### The child's school will

- Contact the parent of an eligible child
- Confirm the school does not intend to run a programme
- Confirm the child's eligibility for the home-based programme
- Where a child meets the eligibility criteria **and** the school is not running a school-based programme the school will provide the parent with the Grant Claim Form with PART 1 signed by the school principal and stamped by the school.
- Where possible the school will also provide parent with details of a teacher or SNA who is available to undertake the programme with their child.
- Provide information on the supports that could be provided by a Teacher/SNA for the summer programme. This may include information on a child's Learning Support File/care plans and any relevant information from the teaching team.

#### Parents/legal guardians and Teacher/SNAs

- Read this overview document which outlines the scheme's terms and conditions

- Please read the guidance on each step in full. Failure to do so may cause delay later on when the grant application is being processed.
- The parent may then start planning and organising the programme for the child by following the steps outlined and completing the Grant Claim Form.
- Please note that payment cannot be made in respect of children who are not covered by the programme eligibility criteria
- Please note that grant funding will not be available where parents provide tuition/care support to their own children.

## Step 2 - Securing the Services of a Registered Teacher or SNA who meets the schemes qualification and child protection criteria – Complete Part 2

### The parent/legal guardian must

- Complete **PART 2** of the Grant Claim Form – personal details.
- Secure the services of a Teacher/SNA where the school are unable to do so
- Provide the support information to the Teacher/SNA and agree a programme of support to be delivered in the child's home.

### The parent/legal guardian and teacher/SNA must

- Read the [Guidance for Teaching and Learning Home Based Strand](#).

### Teacher or SNA – Qualification Criteria

In order to participate in the home-based scheme a parent/legal guardian must engage the services of:

- a qualified teacher, registered and vetted with the Teaching Council of Ireland  
(The mandatory Teaching Council Number required on the form applies to teachers only)

In circumstances where a parent cannot source a teacher qualified in the child's sector, primary or post primary, the Department allows a parent to engage the services of a teacher who is registered with the Teaching Council of Ireland and who has a degree (minimum Level 7 on the National Framework of Qualifications) in a relevant area. The grant rate for these teachers will be the Modified Rate (see Grant Payment Rates below)

OR

- an SNA who has been vetted and employed by a school (full, parttime or temporary basis)

### Graduate Teachers

Graduate teachers can work on the home based 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

A PME student teacher registered with the Teaching Council under Further Education can also be engaged by Parents for the home based 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

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

### Not Eligible to Provide Tuition/Care Support

A Teacher/SNA who is availing of approved paid leave from his/her employment during the period of the Home-based Summer Provision Scheme is not eligible to provide support to a family under the Home-based Summer Scheme. However, a teacher who is on Career Break or who is Job Sharing may be employed as a teacher during the period of the home based summer programme

Teachers who have retired on ill health are not permitted, under the rules of the relevant pension scheme to deliver tuition. Teachers who have availed of an early retirement scheme should refer to the conditions of said scheme before carrying out tuition

### Support in Sourcing a Teacher/SNA

Schools will assist parents in trying to source a Teacher/SNA who meets the scheme criteria. This may be a member of the school staff or another teacher or SNA known to the school.

Where this is not possible, parents will need to source a teachers and/or SNAs from outside of their school.

The Teaching Council and Irish Primary Principals Network (IPPN) will promote the summer programme with this year's graduate teachers and Professional Masters of Education (PME) students to increase the supply of available teachers this summer.

To help Parents source a teachers and SNA for the summer programme, the IPPN has created a Summer Provision Noticeboard for teachers and SNAs. You can view this noticeboard on [www.educationposts.ie](http://www.educationposts.ie) It will help Parents find teachers/SNAs in their local area.

The NCSE also provides information on how to source a Teacher or SNA where parents cannot source one through their schools on its website at the following link: <https://ncse.ie/information-for-parents-on-private-home-tutor-services-advertising-platforms-for-the-2020-summer-provision-scheme>

Parents may also wish to check with service providers and advocacy groups like AsIAM, Inclusion Ireland or Down syndrome Ireland to see if they can support or advise or help make connections.

Parents are required to carry out the required qualification, vetting and child protection procedures regardless of how they source a teacher/SNA.

**Step 3 – Parent and Teacher / SNA must complete child protection measures and complete Appendix 1 & 2 of the claim form – they must also ensure they have read the guidance relating to allocation of Hours, Grant Rates and COVID-19 Guidance.**

Parent/legal guardian AND Teacher/SNA must

- Complete **PART 3** of the Grant Claim Form including Appendices PRIOR to commencing the programme to comply with Child Protection Criteria
- A statutory declaration signed by the relevant authority in 2020 remains valid until the end of 2021. Please note that a school Statutory Declaration will NOT suffice for this programme.
- Ensure that the number of home-based support hours are in line with what is permitted under the programme. Excess hours provided will not be funded by the Department.
- Where there is more than one child in the family eligible for the programme, parents are requested to pay particular attention to sibling allocations as excess hours provided will not be funded.
- The criteria for separate allocations for each eligible sibling is outlined in this Overview.
- Read the [COVID-19 Guidance](#)

Child Protection Criteria

As the home-based programme takes place outside the usual school structure, parents/legal guardians should be mindful of additional risks or potential dangers involved in engaging Teachers/SNAs in a private arrangement.

Parents should be particularly careful where Teachers/SNAs are engaged who may not be familiar with some children's highly complex medical or behavioural needs. Parents should satisfy themselves that Teachers/SNAs are aware of the child's needs in this regard.

### Prior to Commencing Home-Based Support:

- **Parents must ask the Teacher/SNA to show his/her vetting disclosure.** Parents/legal guardians are advised to request a newly issued vetting disclosure in circumstances where they are engaging the services of a Teacher/SNA for the first time.
- **Parents must ensure that all Teachers/SNAs engaged have completed Statutory Declaration i.e. Appendix 1 of the Grant Claim Form** - Please note that a school Statutory Declaration form is not acceptable for this scheme.
- **Both the parent and the Teacher/SNA must complete the Form of Undertaking, i.e. Appendix 2 of the Grant Claim Form**

Parents are also advised to consider whether a newly issued vetting disclosure is necessary if they have previously engaged the Teacher/SNA.

The factors that the parent/legal guardian may wish to take into account in determining whether a newly issued vetting disclosure is required may include the following:

- The period of time since previous vetting was obtained.
  - Whether there are any gaps in the person's employment/career/educational history which have not been satisfactorily accounted for
  - Whether comprehensive references have been made available in respect of previous employments
- The above is not an exhaustive list of factors that parents/legal guardians may wish to take into consideration.

### Allocation of Hours

The allocation of hours is 10 hours per week for 4 weeks where a student's school is not participating in a school-based programme. The allocation is per household with adjusted allocations for siblings. (see sibling allocations below)

Where families did not avail of any hours under the supplementary scheme the allocation can be extended to 5 weeks.

### Home-based support must be provided on a 1:1 basis

Home-based support must be provided on a 1:1 basis (exceptions apply in the case of siblings, details of shared support for siblings is outlined below.)

It is open to Teachers/SNAs to provide the programme to more than one family during the summer.

In such circumstances, the programme must continue to be delivered on a 1:1 basis.

In delivering the programme, teachers/SNAs must adhere to the published terms and conditions of the programme and allow time for travel to and from each child's home and for rest breaks.

Teachers/SNAs should provide a maximum of 10 hours per week to an eligible child. This should be provided for a minimum of 2 weeks and a maximum of 4 weeks

Home-based support must be provided between 9.00am and 6.00pm from Monday to Friday .Support outside of these hours will not be funded.

Home-based support can take place at any time during the summer holidays. It is not a requirement that the four weeks of the programme are consecutive weeks.

### Allocation of Hours for Siblings

Allocations for siblings are broadly reflective of the school grouping principle. This is where one teacher is allocated to a class of six students with complex needs in schools.

However to provide for the differentiated needs of siblings with special needs in the home, an increased shared allocation is provided for siblings as set out below:

Number of siblings	2 Children	3 Children	4 Children
Number of Hours per week	15 per week for 4 weeks	20 per week for 4 weeks	25 per week for 4 weeks

### Conditions Required for Separate Allocations

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

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

**Please note that this must be adhered to regardless of allocations in previous programmes, including the July Provision Programme of previous years and the In-person Supplementary Programme this year.**

Where a parent/legal guardian or a Teacher/SNA is in doubt regarding sibling allocations they should email the Department at: [homebasedsummerprogram@education.gov.ie](mailto:homebasedsummerprogram@education.gov.ie) for clarification.



### Parents engaging more than one teacher or SNA

It is open to parents/legal guardians to engage the services of more than one teacher or SNA. The combined hours of the teachers or SNAs must not exceed the total hours for which the child/children are eligible.

Where more than one teacher or SNA is engaged by parents to provide the hours a separate Part 3 of the Grant Claim Form must be submitted in respect of each teacher or SNA including Appendix 1 and Appendix 2.

### Tuition in a group setting.

The Department will approve a group arrangement between parents/legal guardians and private providers subject to compliance with the published terms and conditions for group arrangements and approved in advance by this Department.

Further information on group terms and conditions is available at <https://www.gov.ie/en/publication/62b3b-home-based-summer-programme-2021-terms-and-conditions-for-group-arrangements/>. For further queries please email [homebasedsummerprogram@education.gov.ie](mailto:homebasedsummerprogram@education.gov.ie)

Such arrangements must be sourced and procured by parents/legal guardians.

### Grant Payment Rates

The grant rates per hour for all tuition provided is:

Fully Qualified Primary Teacher	€ 39.09 per hour
Fully Qualified Post-primary Teacher	€ 47.01 per hour
Modified Rate	€ 35.14 per hour

- A primary qualified teacher providing tuition to a primary school child is paid the fully qualified primary rate
- A post-primary qualified teacher providing tuition to a post-primary school child is paid the fully qualified post-primary rate
- Tuition provided in a different sector (e.g. primary child with a post-primary qualified teacher or a post-primary student with a primary qualified teacher) is paid at the modified rate.
- Teachers who are registered and qualified and who are in receipt of payment of a public service pension will receive the modified payment.

The rate of Grant Payment for an SNA providing care support is:

SNA	€16.77 per hour
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The Grant Payment Rate covers tuition/care support only. It does not cover any other expenses which may be incurred by the Teacher/SNA i.e. travel, subsistence, resources, materials etc. There is no additional grant aid available outside of that outlined above.

### COVID-19 Guidance

The Department, in consultation with the Health Protection Surveillance Centre (HPSC), has now published COVID-19 Guidance to support parents, Teachers and SNAs in putting measures in place that will prevent the spread of COVID-19 while participating in the home-based programme.

This COVID-19 Guidance is available on the Department's website: [www.gov.ie/summerprovision](http://www.gov.ie/summerprovision)

This guidance aims to provide details of:

- General advice on how to prevent the spread of the virus
- Special Educational Needs
- Control measures

Parents/legal guardians and Teachers/SNAs delivering the home-based programme should be aware of the contents of this Guidance.

### Beginning the Programme

Once the above steps have been completed and the school is not running a school-based programme, and the parent and Teacher/SNA have completed the necessary steps outlined, provision of tuition or care under the programme may begin. No sanction letter will issue from the Department of Education before starting.

## Step 4 - Signing of Declaration on Timetable - Submitting Grant Claim Form - Payment

Parents/legal guardians must keep a record of the daily provision by inserting the relevant date on the Timetable in PART 4 of the Grant Claim Form on the day each week in which support is provided.

Where siblings have a shared allocation and are supported together by the Teacher/SNA both children's names should be entered on the timetable.

In all other cases a timetable should be recorded in respect of each child.

When the Home-Based Programme has concluded Parent/legal guardian and Teacher/SNA must:

- Complete PART 4 of the Grant Claim Form confirming the times and dates of the provision to the child with both parties signing the declaration for the delivery of hours
- Return the fully completed form to the Department at the address provided on the form
- The form should be returned as soon as the provision has concluded
- All completed forms must be returned to the Department no later than **03 September 2021** but where provision has concluded earlier they should be submitted earlier.
- All 4 Parts must be returned together

### Completed Grant Claim Forms to be returned to;

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

### Grant Payment to Teacher/SNAs

The Home Based Summer Programme 2021 payment will issue to the Teachers/SNAs via the Non-Teaching Staff (NTS) payroll operated by this Department.

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

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 Department of Education 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.

### Deductions made from payments

Statutory deductions such as PAYE, PRSI and USC are made at source via the Non-Teaching Staff Payroll operated by this Department.

### PAYE

Please note that from 1 January 2019, the Office of the Revenue Commissioners have introduced a real time method of applying PAYE to earnings. **If you are not paid on the Non-Teaching Staff Payroll operated by this Department at present, tax will be applied on an emergency basis to your Home Based Summer Provision Programme payment on 28 October unless you, the Teacher/SNA, instruct Revenue to the contrary.**

Teachers/SNAs **must contact Revenue before 14 October 2021** and advise that they will be receiving payment from the Department of Education under Employer reg. no 9599516K on 28 October 2021 in order for this Department to apply the appropriate tax credits and cut off point to the Home Based Summer Provision Programme payment. The Revenue Office will require the Teacher/SNA's Personal Public Service Number (PPSN), and the Employer Registration Number (for Payroll purposes) for the Home Based Summer Provision work.

**This Employer Registration number is 9599516K. Please consult your payslip and if this is your Employer Registration Number then you do not need to take any action.**

Details of the appropriate tax credits and cut off point are available on the Registered Payroll Notification (RPN) issued by the Revenue Commissioners. If for any reason, this Department does not have access to the Teacher/SNAs RPN by **14 October 2021** payment will be taxed at the emergency rate and it will be the Teacher/SNAs responsibility to apply for a tax refund from their local Revenue Office. The Department of Education cannot alter tax details and must act on the instruction received from the Revenue Commissioners.

## USC

The Universal Social Charge (USC) on gross income came into effect on 1 January 2011. Further information on the USC is available at [www.revenue.ie](http://www.revenue.ie). Queries on Tax or USC should be directed to the Office of the Revenue Commissioners at: [www.revenue.ie](http://www.revenue.ie)

## PRSI

PRSI is administered by the Department of Employment Affairs and Social Protection. Within the PRSI system, **the Department of Employment Affairs and Social Protection has classified Teachers and SNAs for payments made under Home Based Summer Provision Programme liable for PRSI deductions at class “S”**. Queries on PRSI should be directed to the Department of Employment Affairs and Social Protection at [www.welfare.ie](http://www.welfare.ie).

Where overpayments occur standard Department recoupment procedures will apply

If, having read this Information Note in full, you have any further queries please contact the dedicated Department email for support under the home-based scheme: [homebasedsummerprogram@education.gov.ie](mailto:homebasedsummerprogram@education.gov.ie)

Special Education Section

June 2021