



An Roinn Oideachais
Department of Education

2022 Home-Based Summer Programme to Support the Education or Care Needs of Students with Complex Needs

Overview for Parents, Teachers and SNAs

Terms and Conditions

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Background

The purpose of this document is to provide an overview of the Home-Based Summer Programme for 2022, explain the application process and outline the terms and conditions of the programme. It should be read carefully before making an application and also referred to throughout the duration of the programme.

The Department of Education considers that school-based programmes provide a more holistic experience for students and help retain the important connection with school and peers.

However, the Department recognises that not all schools will be in a position to provide a school-based programme, so a home-based programme continues to be available for students with complex needs where the school-based programme is unavailable. It is important that the home-based programme provides support for the education and/or care needs of students with complex needs during the summer break period.

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. The home-based programme cannot be delivered in the mainstream primary school and should not replace the summer programmes that are available in schools.

Note: The term 'parents' as used in this overview document refers to parent, parents, legal guardian or carer.

Student eligibility criteria

Students with complex needs for whom there is no school-based programme available are eligible for the 2022 Home-Based Programme. For the purposes of the Home-Based Programme students with complex needs are defined as:

1. Any student enrolled in a special school or a special class - primary and post primary
2. Students presenting with the most significant needs in mainstream classes in primary or post-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/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 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 in the above categories entering primary school in September 2022 are also eligible for the programme.

Where a pupil who meets the eligibility criteria and was in their final year of school in the 2021/22 school year, they may participate in the 2022 Home Based Summer Programme if a school based programme is unavailable.

Note: school refers only to a school as recognised under Section 10 (3) of the Education Act 1998.

Allocation of hours

The allocation of hours is 10 hours per week for a maximum 4 weeks where a student is eligible and their school is not participating in a school-based programme or is not in a position to offer them a place on a school-based programme.

For 2022, the Department is providing an online Sanctioning Portal to allow schools to submit a student's details and confirm eligibility. A sanction email will issue to the parents and school to confirm eligibility and the hours that have been allocated to the student.

This allocation is per household. Adjusted allocations are provided where there is more than one eligible student in the household. (see [Sibling allocations](#) section below).

The Parent must ensure that they show the sanction email with the hours sanctioned to the teacher/SNA before commencing with the programme of tuition/care support. Unsanctioned hours will not be paid.

Home-based tuition/care support must be provided on a 1:1 basis. Exceptions to the 1:1 rule apply in the case of siblings only. Details of shared support for siblings is outlined in the Sibling allocations section below.

Sibling allocations

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

To allow for the differentiated needs of siblings with complex needs in the home, an increased shared allocation is provided for siblings as set out in the table below:

Number of siblings participating in home-based programme	Number of hours allocated per week to be shared between participating siblings
Two	15 hours per week shared for four weeks (60 hours shared total)
Three	20 hours per week shared for four weeks (80 hours shared total)
Four	25 hours per week shared for four weeks (100 hours shared total)
Five	30 hours per week shared for four weeks (120 hours shared total)
Six	35 hours per week shared for four weeks (140 hours shared total)

Conditions required for individual allocations for siblings

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

- Attending school at a different educational sector 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)
- Where one sibling is living in a separate home

Please note that these allocations must be adhered to regardless of allocations on previous programmes

Examples of sibling allocations:

- A. Two eligible children in family; one child is in mainstream setting and the other is in a special class setting – **Allocation of 40 hours each.**
- B. Three eligible children in family; one child is in post primary mainstream, the other two children are in primary mainstream: **Allocation of 40 hours for the post primary pupil and 60 hours shared between the two primary students.**
- C. Two eligible children in family; one child is in post primary, the other child is in primary: **Allocation of 40 hours each.**
- D. Three eligible children in family; one child is in a special class/ special school and the other two children are both in primary mainstream: **Allocation of 40 hours for the pupil in special class/school and 60 hours shared between the two mainstream students.**
- E. Three eligible children in family; one child is in a post-primary special class and the other two pupils are in a post-primary mainstream: **Allocation of 40 hours to the pupil in the special class and 60 hours shared between the two mainstream students.**

Where a parent or a teacher/SNA is in doubt regarding sibling allocations they should email the Department at: homebasedsummerprogram@education.gov.ie for clarification.

Tuition/care support can be provided to siblings at the same time. The Teacher/SNA will receive payment per hour of tuition/care support, regardless of how many siblings they support at the same time.

Engaging multiple teachers or SNAs to deliver allocated hours

Parents can engage the services of more than one Teacher/SNA to deliver the hours to their child/children.

Where more than one teacher or SNA is engaged by parents to provide the hours, each teacher/SNA must complete PART 2, PART 3, PART 4, PART 5, Checklist for teacher/SNA and APPENDIX 1 of the Grant Claim Form before tuition/care support commences. The forms for teachers/SNA for that child or children should be returned together.

The combined hours of the teachers or SNAs engaged **must not exceed the total hours** sanctioned and for which the child/children are eligible. Each teacher/SNA should ensure they are aware of how many hours a child is entitled to before they commence tuition. Unsanctioned excess hours will not be funded.

Teacher/SNA Information

Who is eligible to participate in the programme

In order to participate in the Home-Based Summer Programme a parent must engage the services of:

- a qualified teacher, registered and vetted with the Teaching Council of Ireland to provide tuition

Where a parent cannot source a teacher who is qualified in the same school sector as their child, primary or post primary, they may engage the services of a teacher/tutor 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.

OR

- an SNA who has been vetted and has been employed by a school in some capacity (full, parttime or temporary basis) and is aged 18 or over, to provide care support.

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 to increase the supply of available teachers this summer. More information is available for each category in the relevant sections below.

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 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 i.e. a Primary qualified teacher with a Primary pupil and a Post-primary qualified teacher with a Post-primary pupil.

PME student teachers

A PME student teacher registered with the Teaching Council under Route 3 - Further Education can also be engaged by parents for the Home Based 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 parents for the home-based summer programme 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 home-based summer programme.

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 home-based 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 parents to work on the Home-Based Summer Programme and will be paid at the modified rate.

Who is not eligible to participate in the programme

A teacher/SNA who is availing of approved paid or unpaid leave from his/her employment during the period of the Home-Based Summer Programme is not eligible to participate in the Home-Based Summer Programme. However, a teacher/SNA who is on Career Break or

Jobsharing may be employed as a teacher/SNA 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

Parents cannot receive funding for providing tuition or care support to their own children under the terms of the Home-Based Summer Programme. This applies irrespective of whether they are a qualified teacher or an SNA.

Step 1 - Application for Sanction

Each of the steps below should be read carefully. Failure to follow the steps may lead to ineligible claims or a delay in payment.

Payment cannot be made in respect of children who are not covered by the programme

- Application Forms for Sanctioning and this Overview/Terms and Conditions document have been provided directly to all recognised schools. Where a school is not running a school-based programme, it will contact the parent of an eligible pupil and provide them with the documents
- A separate Application Form for Sanctioning must be completed for each eligible child in a family. The parent completes the form with the details of their child and their own contact details and bring or send the form(s) to their child's school. This form should not be posted to the Department of Education.
- The school will then complete the application process on behalf of the parent by inputting the details provided on the form to the Department of Education's Home-Based Online Sanctioning Portal. There is no requirement to post the form to the Department.
- Applications on the Home-Based Online Sanctioning Portal should be submitted by the published deadline date on gov.ie/summerprogramme.
- If the child is eligible the Department will issue a sanction email to the parent, which is also copied to the email address provided by the school. This sanction email will confirm that the child is eligible and the number of hours they are entitled to under the programme. No further approval will issue from the Department
- Where possible the school should provide details of a teacher/SNA who is available to participate on the home-based programme
- The school should also provide information on the supports that could be provided by a teacher/SNA for the summer programme. This may include information on a pupil's Learning Support File/care plans and any relevant information from the teaching team

Step 2 - Parent receives Grant Claim Form

- A link to a Grant Claim Form will also be provided with the sanction email and the school is requested to print a copy for the parent
- Notes have been provided with the Grant Claim Form to explain each step of the process and when each part should be completed
- The parent can complete PART 1 of the Grant Claim Form with their own details and that of their child as soon as they receive the form
- Where there is an eligible sibling or siblings participating in the programme, a separate Grant Claim Form must be completed for each. Sibling name(s) should also be recorded in the fields provided on PART 1 of the Grant Claim Form

Step 3 - Parent engages a Teacher/SNA

- Once the parent has received a sanction email from the Department, they may engage the services of a teacher/SNA. Information on sourcing a teacher/SNA where the school cannot recommend one is provided in the section [Sourcing a teacher/SNA](#)
- If the parent is planning to participate in a group arrangement through a private provider they should contact the provider to discuss the completion of the form. More information about private group arrangements is available on the [Tuition in a group setting](#) section
- When the parent is engaging a teacher/SNA they must show the sanction email to the teacher/SNA to ensure they are aware of how many hours have been allocated to the child/ren.
- Where siblings are sharing an allocation the parent must ensure the teacher/SNA is aware of this
- The parent should advise the teacher/SNA if they plan to engage more than one teacher/SNA to provide tuition/care support to their child/children and be aware of the allocation they are permitted
- No additional hours will be funded beyond what the student has been sanctioned under the terms of the Home-Based Summer Programme
- Before any tuition/care support can commence the teacher/SNA **must** complete the following parts of the Grant Claim Form:
 - PART 2 with their own details.
 - PART 3 (Form of Undertaking). This is to confirm that they have shared the results of their vetting search to the parent. The parent must also sign to confirm that they have seen the results and are satisfied to appoint the teacher/SNA
 - APPENDIX 1 (Statutory Declaration)
- A Checklist for Parents and Checklist for teacher/SNA must also be completed at the end of the programme. However, the Department recommends that both parents and teachers/SNAs review these checklists before tuition/care support commences to ensure they are following the terms and conditions of the programme
- Once the above has been completed the parent can provide any supporting information they may have received from the school to the teacher/SNA and agree a programme of support to be delivered in the child's home

Step 4 - Delivery of programme

- The parent must keep a record of the daily provision by inserting the relevant date and time on the Timetable in PART 4 of the Grant Claim Form on the day each week in which tuition/care support is provided
- Where siblings have a shared allocation and are supported together by the same teacher/SNA both children's names should be entered on the timetable. Where siblings with a shared allocation are supported by two teachers/SNAs, a separate timetable should be completed by each teacher/SNA
- In all other cases a timetable should be recorded in respect of each child

Duration/scheduling of programme

Home-based tuition/care support can take place at any time during the school summer holidays, excluding weekends and Bank Holidays.

The programme should be provided for a minimum of 2 weeks and a maximum of 4 weeks. The weeks of the programme do not need to be consecutive.

Teachers/SNAs should provide a maximum of 10 hours per week to an eligible child, and no more than 5 hours in any one day. Where siblings are sharing an allocation the maximum number of hours per week are outlined in the table on the [Sibling allocations](#) section.

Teacher/SNA working with more than one family

Teachers/SNAs may 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 (with the exception of siblings).

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.

Guidance for teaching and learning

The NCSE provide resources to support the home-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>

COVID-19 guidance

Parents, teacher and SNAs must ensure that the prevailing public health guidance is adhered to at all times. To get the most up up-to-date guidance please consult the HSE's website:
<https://www2.hse.ie/conditions/covid19/>

Step 5 - Completion of programme – submitting completed Grant Claim Form

- When the programme of tuition/care support has finished, the parent and teacher/SNA must both sign the Declaration to confirm the times and dates that have been provided to the child and ensure they have completed the Checklists
- **All** parts of the form should then be submitted to the Department of Education at the address provided on the form:

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

- The form should be returned as soon as the provision has concluded
- The closing date for receipt of forms is **06 September 2022**

Sourcing a Teacher/SNA

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

To help parents source a teacher/SNA for the summer programme in their local area, the IPPN has created a Summer Programme Noticeboard for teachers and SNAs to advertise their availability for the programme. Parents can also post notices on the board to source suitable candidates. The Summer Programme Noticeboard is available on www.educationposts.ie

The NCSE have compiled a non-exhaustive list of private home tutor services and online platforms who may advertise for tutors for the 2022 Summer Programme. This document may support parents to source a tutor when they cannot source one through their schools. It can be accessed here: <https://ncse.ie/information-for-parents-on-private-home-tutor-services-for-the-summer-programme>

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.

Child protection criteria and garda vetting

As the Home-Based Summer Programme takes place outside the usual school structure, parents 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.

Parents must ask the teacher/SNA to show his/her vetting disclosure. Parents 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. Both the parent and the teacher/SNA must complete PART 3 (Form of Undertaking) of the Grant Claim Form

Teachers and SNAs engaged with the programme must ensure they have completed the Statutory Declaration for the Home Based programme i.e. APPENDIX 1 of the Grant Claim Form. Notes on the completion of the Statutory Declaration have been provided as part of the Grant Claim Form. **Please note that a school Statutory Declaration form is not acceptable for the Home-Based Summer Programme.**

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 a parent 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 may wish to take into consideration.

Tuition in a group setting

The Department will approve a group arrangement between parents/ and private providers. This is subject to the private providers being in compliance with the published terms and conditions for group arrangements and being approved to participate in advance of the programme commencing. Such arrangements must be sourced and procured by parents/legal guardians.

The terms and conditions for private group arrangements are published at www.gov.ie/summerprogramme

For further queries please email homebasedsummerprogram@education.gov.ie

Payment information for Teachers/SNAs

Teachers/SNAs are paid per hour of tuition/care support delivered.

Rates per hour of tuition

Fully Qualified Primary Teacher Rate: €43.34 per hour.

This is paid to a primary qualified teacher providing tuition to a primary pupil.

Fully Qualified Post-Primary Teacher Rate: €47.55 per hour

This is paid to a post-primary qualified teacher providing tuition to a post-primary pupil

Modified Rate: €35.69 per hour

This is paid to:

- A post-primary qualified teacher providing tuition to a primary pupil or;
- A primary qualified teacher providing tuition to a post-primary pupil or;
- 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 or;
- A PME student teacher registered with the Teaching Council under Route 3 or;
- Undergraduate student teachers registered with the Teaching Council under Route 5 or;
- A teacher who is registered and qualified and who is in receipt of a public service pension

Rates per hour of care support

SNA: €16.77 per hour

IMPORTANT: The above grant payment rates cover tuition/care support only and there is no additional grant aid available outside of that outlined above, to cover any other expenses which may be incurred by the teacher/SNA i.e. travel, subsistence, resources, materials etc.

Payment procedures

Payment for the Home-Based Summer Programme 2022 will issue to teachers/SNAs via the Non-Teaching Staff (NTS) payroll operated by the Department of Education. Payment is made directly to the teacher/SNA's bank account.

It is recommended that completed forms are submitted as soon as possible after the programme of tuition/care support has concluded and no later than the deadline date of 06 September 2022 to facilitate earlier processing of payments.

If a teacher/SNA is working with multiple families they should submit their claims together where possible.

Further information on payment dates will be published during the summer on www.gov.ie/summerprogramme

Bank details

It is the responsibility of participating teachers/SNAs to ensure that the bank details held by the Department of Education are current. Where a teacher/SNA's bank details need to be set up or amended the Change of Bank Details Form at <https://www.gov.ie/en/form/48283-change-of-bank-details> should be downloaded, completed and submitted with the Grant Claim Form.

The Department does not hold the bank details of staff employed in ETB schools unless they have previously participated in a Department scheme.

Deductions made from payments

Under the terms of the Home Based Summer Programme parents/guardians engage teachers and SNAs in a private arrangement. The Department acts as a payroll agent only on behalf of the parents/guardians. This is to facilitate compliance with statutory deduction provisions including taxation and associated provisions.

Statutory deductions such as PAYE, USC and PRSI are made at source via the Department's Non-Teaching Staff payroll.

PAYE

A teacher/SNA who is engaged under the Home Based Summer Programme 2022 who:

- a) is currently not in receipt of payment via a payroll operated by this Department, or
- b) is employed by an Education and Training Board in any position,

should contact their local Revenue Office to obtain a Certificate of Tax Credits and Standard Rate Cut-Off Point for their work under the Home Based Summer Programme.

The Revenue Office will require their Personal Public Service Number (PPSN), and the Employer Registration Number (for Payroll purposes) for their work on the Home-Based Summer Programme 2022.

This Employer Registration number is 9599516K.

If for any reason, this Department does not have access to the Teacher/SNA's Certificate of Tax Credits, payment will be taxed at the emergency rate and it will be the Teacher/SNA's responsibility to apply for a tax refund from their local Revenue Office.

The Department of Education cannot alter tax details for any Teacher/SNA and must act on instruction 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.

Queries on tax or USC should be directed to the Office of the Revenue Commissioners at: www.revenue.ie

PRSI

PRSI is administered by the Department Social Protection. Within the PRSI system the Department of Employment Affairs and Social Protection has classified payments made under the Home Based Summer Programme as 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

Please note that as the Department of Education acts as a payroll agent on behalf of the parent, it is not in a position to complete Social Welfare forms for Teachers/SNAs participating in the Home Based Summer Programme.

Overpayments

In the event of an overpayment of grant aid under the Home-Based Summer Programme, the overpayment will be recouped by the Department in consultation with the Teacher/SNA. If the Teacher/SNA is also in receipt of a salary or pension which is paid through a payroll operated by this Department, the overpayment will be recovered from that payment. As public monies are involved, the Department, where necessary, will recover the overpayment by legal means.

Further queries

If you have any further queries about the Home-Based Summer Programme 2022 please contact the dedicated Department email address for support:

homebasedsummerprogram@education.gov.ie

A Summer Programme helpline is also available at 090648 4292.