

2012/2013 Financial Guideline 05

Grants payable to Non-Fee Paying Voluntary Secondary Schools by the Department of Education and Skills for the Calendar Years 2012 and 2013

1. **Standard Capitation Grant:** €317 per capita in 2012 and €306 per capita in 2013 less the contribution to teachers' salaries of €562 per whole time equivalent (WTE) teacher on the DES payroll. The grant is paid in three installments based on current enrolment:

September 2012: €106 per capita;

January 2013: €102 per capita;

April 2013: €102 per capita

N.B. Where the school's enrolment increases or decreases, the September and January payments are calculated on 2011/2012 enrolment and the full adjustment for current year enrolment is applied to the April payments

2. **DEIS Grant (DEIS Schools only):** €159 per student x disadvantage rating (usually 30%)
3. **Support Services Grant:** €201 per capita payable in three instalments in September, January and April. The minimum grant payable is set at €40,200.
4. **Grants for Secretaries:**
 - a) Basic Secretarial Grant - €36 per capita up to a maximum of €12,600
 - b) SSSF Secretary Grant - €24 per capita (Min. €4,800, Max. €8,400)

(School secretaries employed under 'the 1978 scheme are paid directly by the DES and therefore any such school is not entitled to the secretarial grants above regardless of its enrolment figure. However, if this secretary resigns/retires the school will be paid a grant based on enrolment figure subject to a maximum of 350)

5. **Grants for Caretakers:**
 - a) Basic Caretaker Grant - €30 per capita up to a maximum of €10,500
 - b) SSSF Caretaker Grant - €18 per capita (Min. €3,600, Max. €6,300)

To qualify for the **Basic Secretary or Caretaker Grants** a school must have an enrolment figure of at least 200 pupils. The grant is calculated by multiplying the enrolment figure by the rate per capita up to a maximum of 350 pupils. If a school subsequently falls below the 200 enrolment figure the grant is paid on the enrolment figure x rate. These grants are paid on previous school year enrolment figures.

The **SSSF Caretaker/Secretary Grants** are paid to schools receiving either of the above mainstream grants. A school in receipt of the Secretary Grant will receive the SSSF – Secretary Grant and a school in receipt of the Caretaker Grant will receive the SSSF – Caretaker Grant. Each eligible school will receive a minimum grant based on 200 pupils up to a maximum based on 350 pupils. Schools with enrolments between 200 and 350 will be paid on a pro rata basis.

Schools that have never reached a minimum enrolment figure of 200 pupils, and therefore are not in receipt of the Caretaker or Secretary grants, are still entitled to the SSSF Caretaker (€18 per student) and SSSF Secretary (€24 per student) grants at the minimum grant of 200 x Rate.

6. Tuition Grants

- a) **Transition Year Grant: €95** per student in Transition Year
- b) **Leaving Certificate Applied Grant: €151** per student in LCA
- c) **Junior Certificate Schools Programme: €60** per student in First Year JCSP
- d) **Physics and Chemistry: €13** per student taking Physics and/or Chemistry in 5th and 6th Year.

7. **Book Grant: €24** per student in non-DEIS schools and **€39** per student in DEIS schools. Changes to the book grant allocation **may** be made in 2013 to encourage the introduction of Book Rental Schemes.

8. Supervision/Substitution Scheme:

Teachers contracted to carry out supervision and substitution duties are paid directly by the Department of Education and Skills.

Total budget per school = €1,769 x total WTE + 2%

(The total budget is reduced to €1,592 per WTE in respect of any teacher paid for the first time out of public funds after January 1, 2011)

Any teacher joining the scheme on or after March 1st, 2012 is required to contract 49 hours of supervision and substitution per annum.

The school receives the balance not paid to contracting teachers to pay for additional supervision and substitution plus 2% of the total for administration purposes.

9. **Grant Special Needs Class: €191** per special needs student. This grant is only payable where there is an approved dedicated special needs class or school.

10. **Irish and Bi-Lingual Grants: €115** per student where all subjects are taught through Irish and **€92** where at least four subjects are taught through Irish.

11. **Grant for Traveller students is €201** per student.

12. **Capital Grants:** With prior Trustee approval, the Board of Management may seek capital funding from the Department of Education and Skills under the following categories:

- New building and Extensions
- Extensive refurbishment/conversion works (over €500,000)
- Improvement works (under €500,000)
- Emergency Works (See Circular 18/2011)
- Temporary accommodation
- Health and Safety

Application forms for Capital Grants (Form SLE) and Emergency Works should be downloaded from the Department of Education and Skills website www.education.ie under School Planning/Building, Post-Primary.

SUMMARY OF GRANT PAYABLE 2012/2013

No	Grant rate per student	Instalments	Payment Due	Notes
1	Capitation Standard Rate 2012: €317 2013: €306	3	Sept 12: €107 Jan 13: €102 Apr 13: €102	€562 per PWT/CID deducted from total for school basic salary
2	DEIS Grant €159 x Disadvantaged Rating	1	Dec	Payable only to schools classified as DEIS
3	Support Services Grant €201	3	Sept/Jan/Apr	Minimum - €40,200
4	Secretary €36	3	Sept/Jan/Apr	Schools not in 1978 scheme. Min. Enrolment - 200. Maximum €12,600
5	SSF – Secretary €24	3	Sept/Jan/Apr	Schools not in 1978 Scheme. Minimum - €4,800 Maximum - €8,400
6	Caretaker €30	3	Sept/Jan/Apr	Minimum Enrolment - 200 Maximum - €10,500
7	SSF – Caretaker €18	3	Sept/Jan/Apr	Payable to all schools Minimum - €3,600 Maximum - €6,300
8	Transition Year €95	1	Jun	
9	LCA €151	1	Jun	
10	JCSP €60	1	Jun	1 st Year JCSP only
11	Physics and Chemistry €13	1	Jun	Per student in 5 th and 6 th Year Physics and/or Chemistry
12	Special Needs Class €191	1	Dec	Only payable where SEN Class is approved
13	Book Grant €24 (DEIS Schools - €39)	1	Jun	Book grant paid in June 2013 is for 2013/2014 school year.
14	Traveler Grant €201	1	Nov	
15	Bi-Lingual €115 or €92	1 1	May	(all subjects through Irish) or (min 4 subjects through Irish)
16	Supervision and Substitution Grant €1,769 per W.T.E. (€1,592 for teachers joining the scheme after Jan 1, 2011) not contracted + 2% of total	2	Dec/Aug	Payable by DES to contracted teachers. Balance payable twice annually to school plus 2% of total for administration.

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