

## **Financial Guideline 2019/2020 - 48**

### **Community & Comprehensive and Voluntary Secondary Schools**

## **COVID-19 operational supports for the full return to school**

- A. Schools in the Free Education Scheme**
- B. Schools in the Fee Charging Sector**

### **A. Schools in the Free Education Scheme**

#### **1. Introduction**

The purpose of this guideline is to provide details of the Covid-19 financial supports that will be made available to post primary schools to fully and safely reopen in a sustainable way while minimising risk associated with COVID-19, as outlined in DES circular [Circular 0046/2020](#). This should also be read in conjunction with the Department's document '[The Roadmap for the full Return to School](#)'.

All grants payments will start in advance of the school year commencing to allow for funds to be made available for schools. Certain grants will be paid in full in mid-August to allow for reopening and others are paid by instalments during the school year (e.g. grant payments based on each school term).

Schools are required to appropriately record costs paid from all grants received. There will be a requirement to report on certain grants paid by instalments to assess the level of grant funding utilised that can be taken into account in subsequent grant payments.

The range of additional supports available to post primary schools include the following:

- A new Minor Works Grant to non-fee charging post primary schools to support full implementation of COVID-19 response plans
- Employing an aide to help with the school re-opening logistics
- Cleaning Supports
- Purchase of hand sanitiser and PPE
- Enhanced supervision supports

## **2. A new Minor Works Grant to non-fee charging post primary schools to support full implementation of COVID-19 response plans**

The Roadmap for the full Return to School outlines the potential range of measure necessary to reconfigure schools in a way that enables the implementation of the Roadmap, public health advice and each schools' own COVID-19 Response Plan. The measures necessary to enable the full return to school may include, but are not limited to, reconfiguration of classroom space, re-purposing rooms to provide additional space, adapting storage facilities, purchasing furniture, altering desk layouts, adapting toilet areas, short term rental of additional space etc. Given that each school setting is different, individual schools are best placed to decide on the appropriate re-configuration measures for their school necessary to facilitate school re-opening.

To support schools in this work, a once-off minor works grant will issue to all schools in the free scheme by mid-August calculated as follows:

- €10,000 basic grant plus €100 per mainstream student and €400 per student in special classes on the rolls on the 30th September 2019.

The table below provides an illustrative example of the value of the minor works grant for post primary schools of various sizes based on number of mainstream students enrolled only.

| <b>School size</b>  | <b>Minor Works Grant</b> |
|---|--------------------------|
| 200   | €30,000                  |
| 400   | €50,000                  |
| 600   | €70,000                  |
| 800   | €90,000                  |
| 1000  | €110,000                 |
| Note: Calculations in this table based on no of mainstream students enrolled only |                          |

The principles outlined in [Circular 0062/2013](#) relating to the Grant Scheme for Minor Works to National School Properties, should also be applied by schools in utilising this Grant, with schools having the necessary flexibility to implement necessary reconfiguration measures in their school in line with the Roadmap for the full Return to School, public health advice on the reopening of schools and their COVID-19 Response Plan.

In limited circumstances, the Department will consider applications from schools where the extent of necessary re-configuration works to enable full reopening is such that additional funding may be necessary. This will be considered on a case by case basis by the Department and contact should be made with the Department at [reopeningschools@education.gov.ie](mailto:reopeningschools@education.gov.ie)

### 3. Employing an aide to help with school reopening logistics

Schools may employ an aide (s) to assist with the physical and logistical arrangements necessary for school re-opening including movement of furniture, setting up hand sanitising stations, signage, training, engaging with parents and staff etc.

The daily rate payable is €143.32. The table below sets out the number of days applicable based on school size. This is inclusive of employers PRSI and holiday pay of 8%.

| Enrolment | No. of Days |
|-----------|-------------|
| <600      | 15          |
| >600      | 20          |

The funding will be provided in the form of a grant payment and will issue to schools in mid-August.

### 4. COVID-19 Capitation Grant

Schools will receive a COVID-19 Capitation grant to provide for enhanced cleaning and the purchase of necessary supplies of hand sanitiser and PPE for use in the school and classroom.

#### 4.1 Cleaning Supports

Funding to support additional cleaning costs will be provided as outlined in the tables below in line with recognised pupil enrolment on 30 September 2019. The grant paid to schools with an enrolment of equal to or less than 200 pupils is based on a minimum enrolment of 200 pupils. Enhanced rates are payable in respect of students attending special classes attached to mainstream schools to assist with the extra costs associated with the cleaning of classrooms with a small number of students, operating specialist provision.

The funding will be provided in the form of a grant paid in instalments, the first of which will issue in mid-August to cover the period to December 2020.

| COVID-19 Capitation Grant – Rate per Pupil |     |
|--|-----|
| Mainstream                                 | €33 |
| Special Class                              | €40 |

| Example of Covid-19 Capitation Grant for Cleaning Costs |                |
|---|----------------|
| Pupil Enrolment   | Value of Grant |
| Up to 200   | €6,600         |
| 400   | €13,200        |
| 600   | €19,800        |
| 800   | €26,400        |

## 4.2 Purchase of Hand Sanitiser and PPE

A drawdown framework has been established to enable schools to purchase necessary supplies of hand-sanitisers and PPE requirements. The procurement process for this framework is well advanced and it is intended that these materials will be available in early August.

The COVID-19 capitation grant will also be the mechanism through which further additional funding will be provided to cater for school costs related to hand hygiene measures and PPE requirements. The funding will be paid in instalments, the first of which will be paid in mid-August to cover the period to December 2020.

## 5. Enhanced Supervision Supports

Additional supervision supports are provided to manage and prevent congregation of large groups of students and ensure the careful movement in a socially distant manner to classes for specialist subjects where it is neither practical nor possible to remain in the classroom.

The level of available funding to schools outlined in the table below is payable at the rate of €105 per pupil by reference to the recognised mainstream enrolment on 30 September 2019.

The grant paid to a school with an enrolment of equal to or less than 200 pupils is based on a minimum enrolment of 200 pupils.

The funding will be provided in the form of a grant which will issue in instalments, the first of which will issue by mid-August.

| <b>Enhanced Supervision Supports</b> |                         |
|--------------------------------------|-------------------------|
| <b>Pupil Enrolment</b>               | <b>Value of Payment</b> |
| Up to 200                            | €21,000                 |
| 400                                  | €42,000                 |
| 600                                  | €63,000                 |
| 800                                  | €84,000                 |

The hourly rates payable to individual teachers/supervisors for additional supervision work are as follows:

|   | <b>Teacher Hourly Rate</b> | <b>Supervisor Hourly Rate</b> |
|---|----------------------------|-------------------------------|
| <b>Pre-1 January 2011 Entrant to Teaching/Employment</b>  | €42.08                     | €21.31                        |
| <b>Post-1 January 2011 Entrant to Teaching/Employment</b> | €37.88                     | €19.18                        |

See Section 5 of [Circular 0046/2020](#) for further information on increased management and staffing supports including increased allocations.

## 6. Developing Schools

Schools that are currently in the developing stage, i.e. schools that opened since September 2015, will have the additional supports calculated based on the projected enrolment for September 2020.

## 7. Department Helpline for schools

For further queries in relation to this circular, please contact the Department's Helpline 057 9324461.

The helpline is open from 9.15am to 5.00pm daily.

Queries can also be sent by email to [reopeningschools@education.gov.ie](mailto:reopeningschools@education.gov.ie)

## 8. Accounting for grants income and expenditure

The following codes can be added to the school's chart of accounts in order to account for these grants.

| Nominal Code | Description   | Type              | Category                                |
|--------------|---|-------------------|---|
| 3275         | Minor Works Grant-Non Capital                       | Income            | Department of Education & Skills Income |
| 3280         | COVID Aide Grant                                    | Income            | Department of Education & Skills Income |
| 3281         | COVID Capitation for Cleaning and PPE Grant         | Income            | Department of Education & Skills Income |
| 3282         | COVID Supervision and Substitution Grant            | Income            | Department of Education & Skills Income |
| 5315         | Minor Works Grant (Non Capital) Expense             | Expenditure       | Repairs, Maintenance & Establishment    |
| 5801         | COVID Aide Grant Expense                            | Expenditure       | Repairs, Maintenance & Establishment    |
| 5802         | COVID Capitation for Cleaning and PPE Grant Expense | Expenditure       | Repairs, Maintenance & Establishment    |
| 5803         | COVID Supervision and Substitution Grant Expense    | Expenditure       | Repairs, Maintenance & Establishment    |
| 2166         | Minor Works Grant Unspent                           | Current Liability | Accruals                                |
| 2181         | COVID Aide Grant Unspent                            | Current Liability | Accruals                                |
| 2182         | COVID Capitation for Cleaning and PPE Grant Unspent | Current Liability | Accruals                                |
| 2183         | COVID Supervision and Substitution Grant Unspent    | Current Liability | Accruals                                |

## **B. Schools in the Fee Charging Sector**

Schools in the fee charging sector should contact the Department at [reopeningschools@education.gov.ie](mailto:reopeningschools@education.gov.ie) if they wish to make an application for any of the above measures. Each application received by the Department will be considered on a case-by-case basis.

Further information or clarification on any of the issues raised in this guideline can be obtained from the FSSU.

Tel: 01-269 0677

[info@fssu.ie](mailto:info@fssu.ie)

*30th July 2020*