

## **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.

School size	Minor Works Grant
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*

## Treoirlíne Airgeadais 2019/2020 - 48

### Pobalscoileanna, Scoileanna Cuimsitheacha agus Meánscoileanna Deonacha

#### Tacaíochtaí oibriúcháin COVID-19 don fhilleadh iomlán ar an scoil

- A. Scoileanna sa Scéim Oideachais Saor in Aisce
- B. Scoileanna san Earnáil Táillí

#### A. Scoileanna sa Scéim Oideachais Saor in Aisce

##### 1. Réamhrá

Is é aidhm na treoirlíne seo sonraí a sholáthar faoi na tacaíochtaí airgeadais Covid-19 a chuirfear ar fáil d'iar-bhunscoileanna le go mbeidís in ann oscailt go hiomlán sábháilte ar bhealach inmharthana, agus ag an am céanna, an riosca a bhaineann le COVID-19 a mhaolú, mar atá leagtha amach i [gCiorclán 0046/2020](#) ón Roinn Oideachais agus Scoileanna. Ba chóir é seo a léamh freisin in éineacht le doiciméad eile ón Roinn dar teideal '[Treochlár chun Filleadh go hIomlán ar an Scoil](#)'.

Aon íocaíochtaí deontais, cuirfear tús leo sula dtosóidh an scoilbhliain ionas go mbeifear in ann soláthar a dhéanamh le haghaidh cistí do scoileanna. Tá deontais áirithe ann a íocfar ina n-iomláine i lár mhí Lúnasa chun an athoscailt a éascú, agus i gcás deontais eile, déanfar iad a íoc ina dtráthchodanna le himeacht na scoilbhliana (m.sh. íocaíochtaí deontais bunaithe ar gach téarma scoile).

Is gá do scoileanna taifead cuí a choinneáil ar na costais a chlúdófar leis na deontais go léir arna bhfáil acu. Beidh gá le tuairisciú a dhéanamh ar dheontais áirithe a íocfar ina dtráthchodanna ionas go bhféadfar athbhreithniú a dhéanamh ar an leibhéal cistithe deontais a úsáideadh, rud a fhéadfar a chur san áireamh in íocaíochtaí deontais amach anseo.

Áirítear leis an réimse tacaíochtaí breise atá ar fáil d'iarbhunscoileanna na cinn seo a leanas:

- Deontas Mionoibreacha nua d'iarbhunscoileanna saor ó tháillí chun tacú le cur i bhfeidhm iomlán na bpleananna freagartha do COVID-19
- Cúntóir a cheapadh chun cabhrú leis an lóistíocht a bhaineann leis an scoil a athoscailt

- Tacaíochtaí Glantacháin
- Ceannach díghalráin lámh agus trealaimh cosanta phearsanta
- Tacaíochtaí feabhsaithe maidir le maoirseacht

## 2. Deontas Mionoibreacha nua d'iarbunscoileanna saor ó tháillí chun tacú le cur i bhfeidhm iomlán na bpleananna freagartha do COVID-19

Leagtar amach sa Treochlár chun Filleadh go hlomlán ar an Scoil an réimse féideartha beart a theastaíonn chun scoileanna a atheagrú ar bhealach a chumasóidh cur i bhfeidhm an Treochláir, comhairle maidir le sláinte phoiblí, agus Plean Freagartha gach scoil ar leith do COVID-19. Ar na bearta a bhféadfadh go mbeadh gá leo chun fillleadh iomlán ar an scoil a éascú, ach gan bheith teoranta do na bearta sin, áirítear atheagrú an spáis i seomraí ranga, úsáidí difriúla a bhaint as seomraí chun spás breise a sholáthar, áiseanna stórála a oiriúnú, troscán a cheannach, leagan amach binsí a athrú, limistéir leithris a chur in oiriúint, spás breise a fháil ar cíos ar bhonn gearrthearma srl. Ós rud é go bhfuil difríochtaí idir na suímh atá ag scoileanna, is faoin scoil aonair atá sé cinneadh a dhéanamh faoi na bearta atheagraithe cuí a chuirfidh siad i bhfeidhm ina scoil féin chun athoscailt na scoile a éascú.

Chun tacú le scoileanna san obair seo, eiseofar deontas mionoibreacha do gach scoil sa scéim oideachais saor in aisce faoi lár mhí Lúnasa, and déanfar é a ríomh mar seo a leanas:

- deontas bunaidh €10,000 móide €100 le haghaidh gach dalta príomhshrutha agus €400 le haghaidh gach dalta i ranganna speisialta ar na rollaí amhail ar an 30 Meán Fómhair 2019.

Sa tábla thíos, tá sampla léiritheach de luach an deontais mionoibreacha d'iarbunscoileanna a bhfuil méideanna difriúla ag baint leo, bunaithe ar an líon daltaí príomhshrutha atá cláraithe, agus air sin amháin.

Méid na scoile	Deontas Mionoibreacha
200	€30,000
400	€50,000
600	€70,000
800	€90,000
1000	€110,000
Tabhair faoi deara: Tá na ríomhanna sa tábla seo bunaithe ar an líon daltaí príomhshrutha atá cláraithe, agus air sin amháin	

Agus leas á bhaint ag scoileanna as an Deontas seo, ba chóir go bhfeidhmeoidís na prionsabail atá leagtha amach i [gCiorclán 0062/2013](#) i dtaca leis an Scéim Deontas Mionoibreacha do Réadmhaoine Scoile Náisiúnta, agus ba chóir go mbeadh sé de sholúbthacht ag scoileanna na bearta atheagraithe cuí a chur i bhfeidhm sa scoil de réir an Treochláir chun Filleadh iomlán ar an Scoile, na comhairle sláinte poiblí maidir le hathoscailt scoileanna, agus a bPlean Freagartha féin do COVID-19.



I gcúinsí teoranta, cuirfidh an Roinn iarratais ó scoileanna san áireamh, ina bhfuil maoiniú breise ag teastáil, b'fhéidir, toisc go bhfuil an oiread sin oibreacha atheagrathaithe le déanamh chun athoscailt iomlán na scoile a éascú. Déanfaidh an Roinn machnamh ar na hiarratais sin ar bhonn cás ar chás, agus ba chóir dul i dteagmháil leo ag [reopeningschools@education.gov.ie](mailto:reopeningschools@education.gov.ie)

### **3. Cúntóir a cheapadh chun cabhrú maidir leis an lóistíocht a bhaineann leis an scoil a athoscailt**

Is féidir le scoileanna cúntóir(i) a cheapadh chun cabhrú leo maidir leis na socrúithe fisiciúla agus lóistíochtúla ar gá leo chun an scoil a athoscailt, lena n-áirítear troscán a bhogadh, stáisiúin díghalrán lámh a chur ar bun, comharthaíocht, oiliúint, déileáil le tuismitheoirí agus baill foirne srl.

Is é an ráta iníochta laethúil ná €143.32. Leagtar amach sa tábla thíos an líon laethanta bainteach, bunaithe ar mhéid na scoile. Áiríonn sin ÁSPC fostóra agus pá saoire de 8%.

<b>Líon ar an Rolla</b>	<b>Líon Laethanta</b>
<600	15
>600	20

Cuirfear an maoiniú ar fáil i bhfoirm íocaíocht deontais, agus tabharfar do scoileanna é i lár mhí Lúnasa.

### **4. Deontas Caipitíochta COVID-19**

Gheobhaidh scoileanna Deontas Caipitíochta COVID-19 chun soláthar a dhéanamh do ghlantachán feabhsaithe agus do cheannach soláthairtí díghalrán lámh agus trealamh cosanta phearsanta lena n-úsáid sa scoil agus sa seomra ranga.

#### **4.1 Tacaíochtaí Glantacháin**

Cuirfear maoiniú ar fáil chun tacú le costais ghlantacháin bhreise, mar atá leagtha amach sna táblaí thíos i gcomhréir leis an líon aitheanta daltaí atá ar an rolla amháil ar an 30 Meán Fómhair 2019. An deontas a íocfar le scoileanna ina bhfuil rollú cothrom le 200 dalta nó níos lú, beidh sé bunaithe ar rollú íosta de 200 dalta. Tá rátaí méadaithe iníochta i ndáil le daltaí a bhíonn ag freastal ar ranganna speisialta a bhaineann le scoileanna príomhshrutha, chun tacú leis na costais bhreise a bhaineann le glanadh seomraí ranga ina bhfuil líon beag daltaí, a mbíonn sainsoláthar á oibriú acu.

Cuirfear an maoiniú ar fáil i bhfoirm deontais a íocfar ina thráthchodanna; eiseofar an chéad cheann díobh i lár mhí Lúnasa agus clúdóidh sin an tréimhse go dtí Nollaig 2020.

<b>Deontas Caipitíochta COVID-19 – Ráta in aghaidh an Dalta</b>	
Príomhshrutha	€33
Rang Speisialta	€40

<b>Sampla de Dheontas Caipitíochta Covid-19 i gcomhair Costais Ghlantacháin</b>	
<b>Líon na nDaltaí ar an Rolla</b>	<b>Luach an Deontais</b>
Suas le 200	€6,600
400	€13,200
600	€19,800
800	€26,400

## **4.2 Ceannach Díghalráin Lámh agus Trealamh Cosanta Phearsanta**

Tá creat tarraingthe anuas curtha ar bun chun cur ar chumas scoileanna na soláthairtí riachtanacha díghalráin lámh agus trealamh cosanta phearsanta a cheannach. Tá an próiseas soláthair don chreat sin beagnach tugtha chun críche agus táthar ag súil go mbeidh na hábhair thuas ar fáil go luath i mí Lúnasa.

Anuas air sin, beidh an Deontas Caipitíochta COVID-19 mar an mheicníocht a úsáidfeadh chun maoiniú breise a sholáthar, a fhreastalóidh ar na costais scoile a bhaineann le bearta sláinteachais lámh agus leis na riachtanais maidir le trealamh cosanta phearsanta. Íocfar an maoiniú ina thráthchodanna; eiseofar an chéad cheann díobh i lár mhí Lúnasa agus clúdóidh sin an tréimhse go dtí Nollaig 2020.

## **5. Tacaíochtaí Feabhsaithe maidir le Maoirseacht**

Cuirtear tacaíochtaí maoirseachta breise ar fáil chun tionóil mhóra de dhaltaí a bhainistiú agus a chosc, agus chun a chinntiú go gcloítear le gluaiseacht chúramach agus le scaradh sóisialta ar an mbealach go dtí seomraí ranga ina mbíonn sainábhair ar siúl, i gcás nach féidir le daltaí fanacht sa seomra ranga nó nach bhfuil sin praiticiúil.

An leibhéal maoinithe atá ar fáil do scoileanna, mar atá leagtha amach sa tábla thíos, tá sé iníoctha ag an ráta €105 in aghaidh an dalta trí thagairt don líon aitheanta daltaí atá ar an rolla amhail ar an 30 Meán Fómhair 2019.

An deontas a íocfar le scoil ina bhfuil rollú cothrom le 200 dalta nó níos lú ná sin, beidh sé bunaithe ar rollú íosta de 200 dalta.

Cuirfeadh an maoiniú ar fáil i bhfoirm deontais a íocfar ina thráthchodanna; eiseofar an chéad cheann díobh i lár mhí Lúnasa.

<b>Tacaíochtaí Feabhsaithe maidir le Maoirseacht</b>	
<b>Líon na nDaltaí ar an Rolla</b>	<b>Luach na hÍocaíochta</b>
Suas le 200	€21,000
400	€42,000
600	€63,000
800	€84,000

Is iad seo a leanas na rátaí in aghaidh na huaire is iníoctha le múinteoirí/maoirseoirí aonair as obair mhaoirsithe bhreise:

	<b>Ráta in Aghaidh na hUaire do Mhúinteoirí</b>	<b>Ráta in Aghaidh na hUaire do Mhaoirseoirí</b>
<b>Ba Mhúinteoir/Fostaí é/í den Chéad Uair Roimh an 1 Eanáir 2011</b>	€42.08	€21.31
<b>Ba Mhúinteoir/Fostaí é/í den Chéad Uair Tar Éis an 1 Eanáir 2011</b>	€37.88	€19.18

Féach leat Cuid 5 de [Chiorclán 0046/2020](#) chun tuilleadh eolais a fháil faoi na tacaíochtaí méadaithe bainistíochta agus foirne, lena n-áirítear leithdháiltí méadaithe.

## **6. Scoileanna sa Chéim Forbartha**

I gcás scoileanna atá sa chéim forbartha faoi láthair, is é sin, scoileanna a d'oscail ó bhí Meán Fómhair 2015 ann, déanfar tacaíochtaí breise dóibh siúd a ríomh, bunaithe ar an líon measta daltaí ar an rolla le haghaidh Mheán Fómhair 2020.

## **7. Líne Chabhrach na Roinne i gcomhair Scoileanna**

Má tá ceist ar bith eile agat i ndáil leis an gchiorclán seo, bí i dteagmháil le Líne Chabhrach na Roinne 057 9324461.

Tá an líne chabhrach ar oscailt ó 9.15am go dtí 5.00pm gach lá.

Is féidir ceisteanna a sheoladh trí ríomhphost freisin chuig [reopeningschools@education.gov.ie](mailto:reopeningschools@education.gov.ie)

## **8. Ioncam agus caiteachas deontas a chuimsiú sna cuntais**

Is féidir na cóid seo a leanas a chur le cairt chuntas na scoile d'fhonn cuntas a thabhairt ar na deontais thuas

Cód Ainmniúil	Cur síos	Cineál	Catagóir
3275	Deontas Mionoibreacha Neamhchaipitiúla	Ioncam	Ioncam ón Roinn Oideachais & Scileanna
3280	Deontas do Chúntóir COVID-19	Ioncam	Ioncam ón Roinn Oideachais & Scileanna
3281	Deontas Caipitíochta COVID le haghaidh Glantacháin agus Trealamh Cosanta Pearsanta	Ioncam	Ioncam ón Roinn Oideachais & Scileanna
3282	Deontas Maoirseachta agus Ionadaíochta COVID-19	Ioncam	Ioncam ón Roinn Oideachais & Scileanna
5315	Costas Deontas Mionoibreacha (Neamhchaipitiúil)	Caiteachas	Deisiúcháin, Cothabháil agus Bunú
5801	Costas faoin Deontas do Chúntóir COVID-19	Caiteachas	Deisiúcháin, Cothabháil agus Bunú
5802	Deontas Caipitíochta COVID le haghaidh na gCostas a bhaineann le Glantachán agus Trealamh Cosanta Pearsanta	Caiteachas	Deisiúcháin, Cothabháil agus Bunú
5803	Costas a bhaineann le Deontas Maoirseachta agus Ionadaíochta COVID-19"	Caiteachas	Deisiúcháin, Cothabháil agus Bunú
2166	Deontas i gcomhair Mionoibreacha gan Chaitheamh	Dlíteanas Reatha	Fabhruithe
2181	Deontas do Chúntóir COVID-19 gan Chaitheamh	Dlíteanas Reatha	Fabhruithe
2182	Deontas Caipitíochta COVID le haghaidh Glantacháin agus Trealamh Cosanta Pearsanta gan Chaitheamh	Dlíteanas Reatha	Fabhruithe
2183	Deontas Maoirseachta agus Ionadaíochta COVID-19 gan Chaitheamh	Dlíteanas Reatha	Fabhruithe

## B. Scoileanna san Earnáil Táillí

Ba chóir do scoileanna san earnáil táillí dul i dteagmháil leis an Roinn ag [reopeningschools@education.gov.ie](mailto:reopeningschools@education.gov.ie) má theastaíonn uathu iarratas a dhéanamh ar aon cheann de na bearta thuas. Déanfar gach iarratas a fhaigheann an Roinn a mheas ar bhonn cás ar chás.

Is féidir tuilleadh eolais nó soiléiriú a fháil ar aon cheann de na saincheisteanna sa treoirlíne seo ach dul i dteagmháil le FSSU.

Guthán: 01-269 0677  
[info@fssu.ie](mailto:info@fssu.ie)

An 30 Iúil 2020