

Financial Guideline 2021/2022 – 31

Community & Comprehensive Schools and Voluntary Secondary

Summer Programme 2022 School Based Programme in Post-Primary Schools

1. Introduction

All post primary schools will have the opportunity to run a two-week summer programme for students with complex needs and students at risk of educational disadvantage. This year's summer programme is building upon 2021's summer programme.

2. Online Registration Portal

Post-Primary schools that wish to participate in the 2022 summer programme must register on the Department's [Online Registration Portal](#).

Schools are asked to complete and submit this form indicating participation on or before Tuesday 24 May 2022 at 12pm.

Following registration, sanction letters will issue to schools for each programme from the Department outlining resources that have been sanctioned.

3. Programme details

Detailed information is available in the [Guidance on Summer Programme 2022 for Post Primary Schools](#)

4. Funding Provided

(i) Capitation

A non-pay grant of €30 per student per week will be paid to all participating schools. See section 6 Financial Oversight on accounting for this grant.

(ii) Transport

- **Special Educational Needs (SEN) School Transport Scheme**

SEN Transport Scheme services may be available to students with complex needs that normally avail of the SEN Transport scheme. Where the transport is not available, grant funding will be provided to parents in the form of the Special Transport Grant (STG).

This grant is calculated based on the number of days the child attends school which is confirmed by the school completing a statement of attendance form at the end of the programme. This form must be signed by the school principal and forwarded to the School Transport Section in advance of any payment being made.

Where a school registers for the Summer Programme they will receive a link to a form which must be completed and returned to the Department's School Transport section as soon as possible after registration if SEN services are required for pupils.

- **Mainstream School Transport**

It is important to note the Department's Post-Primary School Transport Scheme will not operate for the duration of the summer programmes in 2022. Where transport to and from a post-primary summer programme is identified as a barrier for certain students to attend the programme, schools may make their own local transport arrangements and claim the associated costs from the Department up to a maximum of €1,750 per week, per school. It is important to note that transport should only be arranged for those students who are already availing of school transport under the Department's post-primary School Transport Scheme.

All claims in respect of transport costs must be accompanied by:

- the appropriate receipts e.g. private bus company receipts, taxi receipts.
- names of students who were provided with transport to and from the summer programme and
- confirmation that they are currently availing of the post-primary school transport scheme and submitted to summerschemeclaim@education.gov.ie once the programme concludes.

5. Staffing Information

(i) Overseer Role

Each school must appoint one Overseer to the summer programme. The role of Overseer is not restricted to the school Principal, but must be undertaken by a permanent teacher in the participating school.

The Overseer is not permitted to participate in the programme in a teaching role as they will be responsible for co-ordinating and leading the programme within the school. The role of the Overseer is to manage/oversee the summer programme and he/she must be present in the school for the full duration of the programme in order to deal with any issues that may arise.

The role of Overseer may be shared between more than one permanent teacher within the school. However, only one Overseer can work in in that capacity at any one time. Each Overseer will be paid for the days/weeks of the programme that they work in the overseer role.

(ii) Preparation hours

Preparation hours will be allocated at 10 hours per programme per week for each week of the programme.

Preparation hours can be undertaken by any teacher(s) employed by the school including the teacher appointed to the Overseer role.

(iii) Payments rates

- **Payments to Overseers, teaching staff and SNAs**

Overseers, teachers and SNAs who work on the programme will be paid for this work based on what they are normally paid during the school year, i.e. their personal rate. Preparation hours will be paid in the same way.

An online portal will be available to schools to submit payment claims this year to simplify the process. The Department will endeavour to reduce payment times this year for all complete payment claims submitted before published deadline dates. The Department will process payments to teachers and SNAs as completed payment claims are submitted over the summer period.

- **Substitute rates of pay**

Contracted teachers and SNAs will be paid additional remuneration based on what they are normally paid during the school year i.e. their personal rate. All others will be paid a daily/hourly rate of pay.

(iv) Payment Process

For the 2022 programme, participating schools will utilise the Department's Esinet system to submit claims. This will allow claims to be processed on an ongoing basis during the summer and reduce the reliance on paper-based claims.

The Principal or Local Administrator is to re-assign Data Approver and Data Entry roles within the school for the purposes of the summer programme.

Guidance and support will be provided by the Department throughout the process. Further details on how claims can be submitted will be issued to participating schools in due course.

6. Financial Oversight

The income and associated expenditure should be recorded appropriately in the school's accounts. The following FSSU accounting codes must be used:

Nominal Code	Description
3293	Summer Provision Grant Income
4909	Other Summer Provision Expense

Queries and Support

[Click here](#) for all relevant information and training resources for the summer programme.

All other queries can be directed to schoolsummerprogramme@education.gov.ie

A Summer Programme helpline is also available at 09064 84292.

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

19th May 2022

Treoirlíne Airgeadais 2021/2022 - 31

Scoileanna Pobail agus Cuimsitheacha agus Meánscoileanna Deonacha

Clár Samhraidh 2022 Clár Scoilbhunaithe in Iar-bhunscoileanna

1. Réamhrá

Beidh deis ag gach iar-bhunscoil clár samhraidh coicíse a reáchtáil do dhaltaí a bhfuil riachtanais chasta acu agus do dhaltaí atá i mbaol míbhuntáiste oideachais. Tá clár samhraidh na bliana seo ag tógáil ar chlár samhraidh 2021.

2. Tairseach Clárúcháin Ar Líne

Ní mór d'iarbhunscoileanna ar mian leo páirt a ghlacadh i gclár samhraidh 2022 clárú ar [Thairseach Chlárúcháin ar Líne na roinne](#).

Iarrtar ar scoileanna an fhoirm seo a chomhlánú agus a chur isteach ag léiriú rannpháirtíochta ar, nó roimh, Dé Máirt 24 Bealtaine 2022 ag 12i.n.

Tar éis clárúcháin, eiseofar litreacha smachtbhanna chuig scoileanna le haghaidh gach cláir ón Roinn ag cur síos ar na hacmhainní atá ceadaithe.

3. Sonraí faoin gclár

Tá mionsonraí le fáil sa [Treoir ar Chlár Samhraidh 2022 le haghaidh Iar-Bhunscoileanna](#)

4. Maoiniú atá á Chur ar Fáil

Caipitíocht

Íocfar deontas neamhphá de €30 sa tseachtain in aghaidh an dalta le gach scoil atá rannpháirteach. Féach alt ó Maoirseacht Airgeadais maidir le cuntasaíocht a dhéanamh don deontas seo.

(ii) Iompar

- **Scéim Iompair Scoile maidir le Riachtanais Speisialta Oideachais (SNA)**

D'fhéadfadh seirbhísí Scéim Iompair SEN a bheith ar fáil do dhaltáí ag a bhfuil riachtanais choimpléascacha, a bhaineann leas de ghnáth as an scéim iompair SEN. I gcás nach bhfuil an t-iompar ar fáil, soláthrófar maoiniú deontais do thuismitheoirí i bhfoirm Saindeontas Iompair (STG).

Ríomhtar an deontas seo bunaithe ar líon na laethanta a fheastalaíonn an leanbh ar scoil, rud a dheimhníonn an scoil ag comhlánú foirm ráitis tinrimh ag deireadh an chláir. Ní mór an fhoirm seo a bheith sínithe ag príomhoide na scoile agus a chur ar aghaidh chuig an Rannóg Iompair Scoile sula ndéanfar aon íocaíocht.

Nuair a chláraíonn scoil don Chlár Samhraidh gheobhaidh sí nasc chuig foirm a chaithfear a chomhlánú agus a sheoladh ar ais chuig Rannóg Iompair Scoile na Roinne a luaithe is féidir tar éis clárú má bhíonn seirbhísí SEN ag teastáil ó dhaltáí.

- **Iompar Scoile Príomhshrutha**

Is tábhachtach a thabhairt faoi deara nach mbeidh Scéim Iompair Iar-bhunscoile na Roinne ag feidhmiú i rith thréimhse na gclár samhraidh in 2022. I gcás go n-aithnítear go bhfuil bac roimh dhaltáí áirithe freastal ar an gclár mar gheall ar fhadhbanna i dtaca le hiompar chuig an gclár samhraidh iar-bhunscoile agus ar ais abhaile uaidh, is féidir le scoileanna a socruithe iompair áitiúla féin a dhéanamh agus is féidir leo na costais bhainteacha a éileamh ón Roinn chuig uasmhéid de €1,750 sa tseachtain in aghaidh na scoile.

Is tábhachtach nach n-eagrófaí iompar ach amháin do na daltaí sin a bhfuil úsáid á baint acu cheana as iompar scoile faoi Scéim Iompair Scoile d'iarbhunscoileanna na Roinne.

Is gá an méid seo a leanas a cheangal le haon éileamh maidir le costais iompair:

- na fáltais chuí, is é sin, fáltais ó chuideachtaí bus príobháideacha, fáltais tacsáí.
- ainmneacha na ndaltaí ar soláthraíodh iompar dóibh chuig an gclár samhraidh agus ar ais abhaile uaidh agus
- deimhniú go bhfuil siad ag baint leasa as an scéim iompair iar-bhunscoile faoi láthair agus cuireadh faoi bhráid summerschemeclaim@education.gov.ie í nuair a bheidh an clár críochnaithe.

5. Faisnéis faoi Sholáthar Foirne

(i) Ról an Mhaoirseora

Is gá do gach scoil Maoirseoir amháin a cheapadh ar an gclár samhraidh. Níl ról an Mhaoirseora srianta do Phríomhoide na scoile amháin, ach caithfidh múinteoir buan sa scoil rannpháirteach é a dhéanamh.

Níl cead ag an maoirseoir páirt a ghlacadh sa chlár i ról múinteoireachta toisc go mbeidh siad freagrach as an gclár a chomhordú agus a threorú laistigh den scoil.

Is é ról an Mhaoirseora ná an clár samhraidh a bhainistiú/a mhaoirsiú agus is gá dó/di a bheith i láthair sa scoil ar feadh thréimhse iomlán an chlár le go bhféadfaí déileáil le haon cheisteanna a d'fhéadfadh teacht aníos.

Is féidir ról an Mhaoirseora a roinnt idir níos mó ná múinteoir buan amháin laistigh den scoil. É sin ráite, ní féidir ach le maoirseoir amháin oibriú sa cháil sin ag aon am amháin. Íocfar gach maoirseoir as na laethanta/seachtainí den chlár a n-oibríonn siad sa ról maoirseora.

Uaireanta ullmhúcháin

Déanfar uaireanta ullmhúcháin a leithdháileadh ar 10 n-uaire an chloig in aghaidh an chlár in aghaidh na seachtaine do gach seachtain den chlár.

Is féidir le haon mhúinteoir(i) atá fostaithe ag an scoil uaireanta ullmhúcháin a dhéanamh, lena n-áirítear an múinteoir atá ceaptha do ról an Mhaoirseora.

(iii) Rátaí íocaíochtaí

- **Íocaíochtaí le maoirseoirí, múinteoirí agus SNAanna**

Íocfar maoirseoirí, múinteoirí agus SNAanna a oibríonn ar an gclár as an obair seo bunaithe ar an méid a íoctar de ghnáth leo i rith na scoilbhliana, is é sin, a ráta pearsanta. Íocfar uaireanta ullmhúcháin ar an gcaoi chéanna.

Beidh tairseach ar líne ar fáil do scoileanna i mbliana, le héilimh íocaíochta a chur isteach agus chun an próiseas a shimpliú. Déanfaidh an Roinn a dícheall na hamanna íocaíochta a laghdú i mbliana do gach éileamh iomlán íocaíochta a chuirtear isteach roimh na spriocdhátaí foilsithe. Déanfaidh an Roinn íocaíochtaí le múinteoirí agus SNAanna a phróiseáil de réir mar a fhaigheann siad foirmeacha éilimh ar íocaíocht i rith an tsamhraidh.

- **Rátaí pá d'ionadaithe**

Íocfar luach saothair breise le múinteoirí ar conradh agus le SNAanna bunaithe ar an méid a íoctar leo de ghnáth i rith na scoilbhliana, is é sin, a ráta pearsanta. Íocfar ráta pá in aghaidh an lae/uair an chloig le gach duine eile.

(iv) Próiseas Íocaíochta

Don chlár 2022, bainfidh scoileanna rannpháirteacha úsáid as córas Esinet na Roinne chun éilimh a chur isteach. Fágfaidh sé sin go mbeifear in ann éilimh a phróiseáil ar bhonn leanúnach i rith an tsamhraidh agus go laghdófar an spleáchas ar éilimh i scríbhinn.

Tá an Príomhoide nó an Riarthóir Áitiúil le ról Fhormheasta Sonraí agus Iontrála Sonraí a athcheapadh laistigh den scoil chun críoche chlár an tsamhraidh.

Cuirfidh an Roinn treoir agus tacaíocht ar fáil le linn an phróisis. Eiseofar tuilleadh sonraí ar conas is féidir éilimh a chur isteach chuig na scoileanna rannpháirteacha in am trátha.

6. Maoirseacht Airgeadais

Ba cheart an t-ioncam agus an caiteachas bainteach a thaifeadadh mar is cuí i gcuntais na scoile. Is gá na cóid chuntasaíochta FSSU seo a leanas a úsáid:

Cód Ainmniúil	Cur síos
3293	Ioncam Deontais Soláthar Samhraidh
4909	Costais Sholáthar Eile Samhraidh

Fiosrúcháin agus Tacaíocht

Is féidir gach acmhainn faisnéise agus oiliúna ábhartha don chlár samhraidh a fháil ag an [nasc seo](#).

Is féidir aon cheist eile a sheoladh chuig schoolsummerprogramme@education.gov.ie

Tá líne chabhrach do Chlár an tSamhraidh ar fáil freisin ag 09064 84292.

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

An 19 Bealtaine 2022