

## Financial Guideline P18 – 2021/2022

### Summer Provision 2022 School-Based Programme

#### 1. Introduction

This year's summer programme is building upon 2021's programme. Once again, all schools will continue to be encouraged to provide school-based summer programmes.

Enhanced measures have been put in place to encourage schools to offer the programme, including measures to reduce the administrative burden. Participating schools will submit claims through the Department's Esinet system which will facilitate the earlier payment of staff who work on the programme. Each school must appoint one Overseer for 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.

#### 2. Online Registration Portal

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.

Resource Allocation Appeals: If a school has a query or wish to appeal for additional staffing including SNA support, they should contact [schoolsummerprogramme@education.gov.ie](mailto:schoolsummerprogramme@education.gov.ie) setting out the basis of the appeal. Appeals must be submitted no later than 5pm on Friday 01 July.

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

#### 3. Funding Provided

##### (i) Capitation

A grant of €30 per pupil per week will be paid to all schools participating in the Primary Inclusion Programme and the DEIS Literacy and Numeracy Camps. A grant of €60 per pupil per week will be paid to all schools participating in the Special Class and Special School Programme.

## **(ii) Transport**

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

SEN School 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 Primary School Transport Scheme will not operate for the duration of the summer programmes in 2022. Where transport to and from a 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 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 primary school transport scheme and submitted to [summerschemeclaim@education.gov.ie](mailto:summerschemeclaim@education.gov.ie) once the programme concludes.

## **(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 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.

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.

#### **6. Recording income and expenditure in the school's accounts system**

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

<b>Nominal Code</b>	<b>Description</b>
3293	Summer Provision Grant Income
4909	Other Summer Provision Expense

#### **Queries and Support**

All relevant information and training resources for the summer programme can be found at this link: <https://www.gov.ie/Summerprogramme>

All other queries can be directed to [schoolsummerprogramme@education.gov.ie](mailto:schoolsummerprogramme@education.gov.ie)

A Summer Programme helpline is also available at 09064 84292.

**If you require any further information, please email [primary@fssu.ie](mailto:primary@fssu.ie) or phone  
01 9104 020**

May 2022

## Treoir Airgeadais P18 – 2021/2022

### Soláthar an tSamhraidh 2022 Clár Scoilbhunaithe

#### 2. Réamhrá

Tá clár samhraidh na bliana seo ag tógáil ar chlár 2021. Arís eile, leanfar ag spreagadh na scoileanna uilig chun clár samhraidh scoilbhunaithe a chur ar fáil.

Tá bearta feabhsaithe curtha i bhfeidhm chun scoileanna a spreagadh an clár a thairiscint, lena n-áirítear bearta chun an t-ualach riaracháin a laghdú. Cuirfidh na scoileanna rannpháirteacha éilimh isteach trí chóras Esinet na Roinne a éascóidh íocaíocht níos luaithe a thabhairt do bhaill foirne a oibríonn ar an gclár. 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.

#### 2. Tairseach Clárúcháin Ar Líne

Ní mór do scoileanna 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.

Achainíocha maidir le Leithdháileadh Acmhainní: Má tá ceist ag scoil nó más mian le scoil achainí a dhéanamh ar fhoireann bhreise lena n-áirítear tacaíocht ó SNA, ba chóir dóibh dul i dteagmháil le [schoolsummerprogramme@education.gov.ie](mailto:schoolsummerprogramme@education.gov.ie) ag leagan amach bunús na hachainí. Ní mór achainíocha a chur isteach faoi 5 i.n Dé hAoine 01 Iúil

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

#### 3. Maoiniú atá á Chur ar Fáil

##### (i) Caipitíocht

Íocfar deontas de €30 in aghaidh an dalta sa tseachtain le gach scoil atá páirteach sa Chlár Cuimsithe Bunscoile agus Campaí Litearthachta agus Uimhearthachta DEIS. Íocfar deontas de €60 in aghaidh an dalta sa tseachtain le gach scoil atá páirteach sa Chlár Ranganna Speisialta agus Scoil Speisialta.

## (ii) Iompar

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

D'fhéadfadh seirbhísí Scéim Iompair SEN a bheith ar fáil do dhaltáí a bhfuil riachtanais chasta acu, a bhaineann leas as an scéim iompair SEN de ghnáth. Sa chás nach bhfuil an t-iompar ar fáil, cuirfear maoiniú deontais ar fáil do thuismitheoirí i bhfoirm Saindeontas Iompair (STG).

Ríomhtar an deontas seo bunaithe ar líon na laethanta a fhreastalaíonn an páiste ar scoil a dheimhníonn an scoil trí fhoirm ráitis tinrimh a chomhlánú ag deireadh an chláir. Ní mór an fhoirm seo a bheith sínithe ag príomhoide na scoile agus a chur ar aghaidh chuig an Rannóg Iompar Scoile sula ndéanfar aon íocaíocht.

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

- **Iompar Scoile Príomhshrutha**

Is tábhachtach a thabhairt faoi deara nach mbeidh Scéim Iompair Bunscoile na Roinne ag feidhmiú le linn na gclár samhraidh in 2022. Sa chás go n-aithnítear go bhfuil bac roimh dhaltáí áirithe freastal ar an gclár mar gheall ar fhadhbanna i dtaca le hiompar, is féidir le scoileanna a gcuid socruithe iompair áitiúla féin a dhéanamh agus na costais bainteach leis a éileamh ón Roinn go huasmhéid de €1,750 sa tseachtain, in aghaidh na scoile.

Tá sé tábhachtach a thabhairt faoi deara nár cheart iompar a shocrú ach amháin do na daltaí sin atá ag baint leasa as iompar scoile faoi Scéim Iompair Bunscoile na Roinne cheana féin.

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

- na hadmhálacha cúí m.sh., admhálacha cuideachtaí bus príobháideacha, admhálacha tacsaithe
- 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 bunscoile faoi láthair agus é curtha faoi bhráid [summerschemeclaim@education.gov.ie](mailto:summerschemeclaim@education.gov.ie) nuair a bheidh an clár críochnaithe.

## (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 le héilimh íocaíochta a chur isteach i mbliana chun an próiseas a shimpliú. Déanfaidh an Roinn a dícheall íocaíocht a laghdú i mbliana do gach éileamh iomlán ar íocaíocht a chuirtear isteach roimh na spriocdhátaí foilsithe. Déanfaidh an Roinn íocaíochtaí le múinteoirí agus le SNAanna a phróiseáil de réir mar a chuirtear isteach éilimh ar íocaíocht chomhlánaithe thar thréimhse an tsamhraidh.

- **Rátaí pá d'ionadaithe**

Íocfar luach saothair breise le múinteoirí ar conradh agus le SNA bunaithe ar an méid a íoctar de ghnáth leo 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 seo go mbeifear in ann éilimh a phróiseáil ar bhonn leanúnach i rith an tsamhraidh.

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

#### **6. Ioncam agus caiteachas a thaifeadadh i gcóras cuntais na scoile**

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:

<b>Cód Ainmniúil</b>	<b>Cur síos</b>
3293	Ioncam Deontais Soláthar Samhraidh
4909	Costais Sholáthar Eile Samhraidh

#### **Ceisteanna agus Tacaíocht**

Is féidir gach acmhainn faisnéise agus oiliúna ábhartha don chlár samhraidh a fháil ag an nasc seo <https://www.gov.ie/Summerprogramme>

Is féidir aon cheist eile a sheoladh chuig [schoolsummerprogramme@education.gov.ie](mailto:schoolsummerprogramme@education.gov.ie)

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

**Má bhíonn aon fhaisnéis bhreise uait, ná bíodh drogall ort ríomhphost a chur chuig [primary@fssu.ie](mailto:primary@fssu.ie) nó glao a chur ar**

**01 9104 020**

Bealtaine 2022