



An Roinn Oideachais
Department of Education

2022 Summer Programme for Post-Primary Schools

Overview – Terms and Conditions

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Background

Impact of COVID-19 on the education of pupils with complex needs and pupils at risk of educational disadvantage.

The COVID-19 pandemic and associated disruption to education has had adverse consequences for many children and their families. The effect on children with complex SEN and those at greatest risk of educational disadvantage is even greater.

While significant work has been carried out at school level to encourage all pupils to engage in learning over this period, not all pupils have engaged. The disruption in education is having a negative impact on the lives and wellbeing of many children with complex SEN and their families. The interruption of the regular school routine, social interaction with friends and other school supports has presented a risk of regression in the learning, social and emotional development and wellbeing of these children. There is a risk that some pupils will find it challenging to transition successfully to a more senior class or to re-engage with school in September 2022.

Summer Programme 2022

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

The programme's aims are to support pupils' ongoing engagement with education, to build their confidence and increase their motivation, promote wellbeing and for some who are at key transition stages, help to ensure they can progress to their planned educational placement next September along with their peers.

A school-based programme provides a more holistic experience for pupils and help keep the connection with school and peers. The Department is therefore continuing to seek the involvement of additional schools by providing all post-primary schools with the opportunity to provide a summer programme for 2022.

Measures to encourage schools to offer the programme

Enhanced measures will again be put in place to encourage schools to offer the programme, including measures to reduce the administrative burden, provision of funding to schools towards preparation and overseeing of the programmes and provision to recruit newly qualified teachers graduating this summer. Additionally, undergraduate student teachers who have registered with the Teaching Council under Route 5 can work on the programme in 2022. Also, participating schools will submit claims through the Department's Esinet system which will facilitate the earlier payment of staff who work on the programme.

While many principals will wish to continue with organising and running the programme in their schools, the 2022 Summer Programme permits principals to delegate these functions to other

members of staff through the Overseer role and preparation hours. The Overseer and preparation roles provide an exciting personal opportunities for teachers to develop their leadership skills and experience with recognition at a whole-school level.

Post-Primary Inclusion Programme

Overview of Programme

- 2 week summer programme for students with complex needs and students at risk of education disadvantage
- Student groups of up to 12 students supported by 1 teacher
- Number of groups are based on 12% of enrolment plus a place for all students enrolled in special classes
- SNA Support is also available where required
- First places given to students with complex needs in special classes and mainstream classes with the remainder assigned on the basis of need
- Guidance is available to help schools select students for participation in the programme

Pupil eligibility

The Post-Primary Inclusion Programme is open to pupils who have complex needs and those who are most at risk of educational disadvantage.

For the purposes of the post-primary inclusion programme, pupils with complex needs are defined as:

1. All students enrolled in special classes in post-primary schools.
2. Students presenting with the most significant needs in mainstream classes in post-primary schools who are accessing the highest level of the Continuum of Support (School Support Plus). This will include a small number of students with enduring needs which significantly affect their capacity to learn, to function independently and to participate in education. These students require highly individualised and differentiated learning programmes that are significantly different to their peers. These students may present with the following:
 - Significant needs with physical and/or sensory functioning (including students who are Deaf or have severe to profound hearing loss and students who are blind or have a severe to profound visual impairment)
 - Significant needs in cognitive functioning and independence/daily living skills (including students who have moderate to severe OR significant/profound learning disability)
 - Significant needs in social communication, social interaction combined with rigid repetitive patterns of behaviour (including students with Autism)
 - Students with Down syndrome
 - Students with severe OR significant emotional behavioural needs to the extent that these behaviours of concern are impacting on a student's ability to learn, to function independently and to participate fully in school life.

Once places have been allocated to pupils with complex needs, schools may offer places to pupils who they deem to be at risk of educational disadvantage.

The following is a guide to assist schools in selecting pupils for the remaining places following the allocation to pupils with complex needs:

- Pupils already identified by the school as being most at risk of educational disadvantage and early school leaving
- Pupils accessing SET or SNA school supports during the school year
- Pupils who could not access or participate in online learning due to their domestic circumstances or home environment
- Pupils who have missed significant periods of school or who have been identified as having poor attendance
- Pupils from Traveller and Roma communities.

The Inclusion Programme also offers an opportunity for schools to address the needs of migrant students such as addressing English language skills and integration, including students who have recently arrived in Ireland from the Ukraine. Where schools see a need for English language supports for post primary students enrolled on these programmes, they will be able to avail of ESOL tutors via the Regional Education and Language Teams.

The above criteria are not prescriptive but are intended as a guideline. Schools are best placed and have autonomy to determine which pupils are most likely to be at risk of educational disadvantage. Schools are also best placed to determine how this programme will be run to meet the needs of their cohort of pupils.

A Home-based programme will be available for pupils with complex needs where the school-based programme is unavailable.

Duration of Programme

The Post-primary Inclusion Programme should run for at least 2 weeks during the school summer holidays. The programme cannot run on weekends or on a Bank Holiday.

Number of students permitted

12% of a school's enrolment can be enrolled on each post-primary summer programme, along with all students in special classes.

Staffing allocations

A PTR will be 12:1 will apply to the Post-Primary Inclusion Programme (this applies to students in mainstream classes and students in special classes).

The teaching hours may be distributed across a number of teachers to enrich the content of the programme.

Each post-primary school will be allocated 1 SNA per mainstream element of the school and 1 SNA per special class.

For Example:

A school with an enrolment of 600 can form up to 6 groups to support 72 students with 6 teachers and 1 SNA.

A school with an enrolment of 600 and 24 students enrolled in 2 Special Classes can form up to 8 groups to support 96 students with 8 teachers and 3 SNA.

Minimum pupil numbers required

It is anticipated that there should be a minimum of 6 pupils per class in the Post-Primary Inclusion Programme.

The Department's approach is intended to be flexible so as to maximise the number of schools participating. If schools have any queries in relation to minimum thresholds please contact schoolsummerprogramme@education.gov.ie

Application process

Online Registration Portal

Post-Primary schools that wish to participate in the 2022 Summer Programme must register on the department's Online Registration Portal.

The portal will be open from 10.00am on Wednesday 04 May 2022 and the link published on www.gov.ie/summerprogramme

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

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 setting out the basis of the appeal.

Appeals must be submitted no later than **5pm on Friday 1 July 2022**

Staffing resources

Overseer Role

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. For teachers other than principals undertaking the Overseer role, it presents them with a valuable opportunity to develop whole-school leadership skills and to build up management experience for their own career progression.

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 Overseer must be present 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.

The Overseer role is not limited to, but will include the following duties:

- Acting as the point of contact for the Department and/or Education Centre and parents in relation to the summer programme
- Acting in a liaison role with other staff members working on the programme regarding any issues they might be experiencing
- Establishing and ensuring that their programme operates within resources as sanctioned by the Department
- Ensuring the current public health COVID-19 guidance and advice is adhered to by both pupils and summer programme staff
- Where applicable, dealing with any issues relating to transport services for participating pupils
- Ensuring appropriate returns to the Department in respect of teacher, SNA, preparation hours and Overseer remuneration on or before published deadline dates.
- Ensuring staff involved with the payment process are issued with any relevant guidance documentation provided by the Department.
- Submitting claims to the Department or Education Centre for capitation and any transport costs.
- Ensuring that any summer programme evaluation material is completed and returned to the Department, including online evaluation questionnaires.

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. Similarly to the Overseer role, carrying out preparation hours presents teachers with a valuable opportunity to develop whole-school leadership skills and to build up experience for their own career progression.

The total preparation hours can be allocated to more than one teacher. It is envisaged that the bulk of preparation hours will be used prior to the commencement of the summer programme.

Preparation hours may be used for some or all of the following activities:

- Recruiting staff to work on the summer programme
- Where schools are using external staff, establish procedures to facilitate the transfer of relevant pupil information, appropriate planning documentation and details of school policies and procedures to new staff or to staff who are unfamiliar with the pupils
- Identifying target pupils to enrol on the summer programme and communicate with their parents/guardians
- Familiarise teachers/SNAs with guidance materials and resources provided by the Department
- Develop a timetable for the summer programme
- Where required, make arrangements for transport
- Support the Overseer in making appropriate returns to the Department in respect of staff remuneration on or before published deadline dates

Recruitment of external staff

With the exception of the Overseer role which must be undertaken by permanent teacher(s) in the participating school, schools can employ teachers and/or SNAs from outside of their school if the staff normally employed by the school are not available for any/all of the summer programme.

The Teaching Council and Irish Primary Principals Network (IPPN) will promote the summer programmes with this year's graduate teachers, Professional Masters of Education (PME) student teachers and undergraduate students registered under Route 5 to increase the supply of available teachers this summer. More information is available for each category of teacher in the relevant sections below.

To help teachers and SNAs identify summer programme vacancies in schools, the IPPN has created Summer Provision Noticeboards. These noticeboards can be viewed by creating an account on www.educationposts.ie This will help schools to find relevant staff in their local area.

Schools must comply with standard recruitment and vetting procedures in the employment of all staff.

Recruitment of graduate teachers

Graduate teachers can work on the summer programme where they have commenced their registration process with the Teaching Council and where the following conditions are fulfilled:

1. They have received their final results from their HEI confirming they are eligible for registration with the Teaching Council
2. Garda vetting has been completed as part of their application for registration with the Teaching Council.
3. Their registration with the Council will be finalised prior to 07 October 2022.

Teachers who meet the above conditions will be paid at the qualified rate for their participation if they are teaching in the same sector

Recruitment of PME student teachers

A PME student teacher registered with the Teaching Council under Route 3 Further Education can work on the summer programme.

PME student teachers currently in Year 1 of the programme, who have applied for registration with the Teaching Council under Further Education, can be engaged by post-primary schools where the following conditions are fulfilled:

1. Garda vetting has been completed as part of their application for registration with the Teaching Council.
2. Their registration with the Council under Further Education will be finalised prior to 07 October 2022.

PME student teachers registered with the Teaching Council under the Further Education route will be paid at the modified rate for work on the summer programme.

Recruitment of undergraduate student teachers

Student teachers who are:

- currently in Year 3 of a four-year undergraduate teacher education programme or;
- currently in Year 3 or Year 4 of a five-year undergraduate teacher education programme

can work on the summer programme where they have commenced their registration process with the Teaching Council and where the following conditions are fulfilled:

1. Garda vetting has been completed as part of their application for registration with the Teaching Council.
2. Their registration with the Council under Route 5 – Student Teachers will be fulfilled by 07 October 2022.

A student teacher registered with the Teaching Council under Route 5 can be engaged by primary or post-primary schools.

Undergraduate student teachers registered with the Teaching Council under Route 5 will be paid at the modified rate for work on the summer programme.

Graduate teachers, PME student teachers and Route 5 undergraduate student teachers will be paid in the same manner as substitute staff.

Staff information

Payment rates

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.

Eligibility of teachers/SNAs on approved leave

A teacher or SNA who is availing of approved paid or unpaid leave from his/her employment during the period of the summer programme is not eligible to participate. However, a teacher or SNA who is on career break or who is job sharing may be employed as a teacher or SNA during the period of the programme. Job sharing teachers or SNAs can participate full time in the summer programme; however they must work in accordance with their normal working pattern i.e. 3 days, 2 days, week on/week off

Retired teachers

Teachers who have retired on medical grounds Strands 1 and 2 cannot participate in the summer programme.

Teachers retired under Strand 3 may participate in the summer programme. Please note they are subject to the restrictions of the pension scheme governing their retirement.

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.

It will be important that all payment claims are submitted by published deadline dates to ensure staff are paid on time.

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.

ETB schools will make claims through their own ETB.

Additional supports

Capitation

A non-pay grant of €30 per pupil per week will be paid to all schools participating in the Post-Primary Inclusion Programme.

Transport

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

SEN Transport Scheme services may be available to pupils 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 that 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 the Post-Primary Inclusion Programme is identified as a barrier for certain pupils 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.

Transport should only be arranged for those pupils 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 pupils 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 once the programme concludes.

Further information

Irish language

It is important that Irish is the sole language of communication in the Irish-medium programmes

Public Health Guidelines

Schools are required to operate summer programmes in accordance with any current public health advice and guidelines. The most up to date information is published on the HSE website at: <https://www2.hse.ie/conditions/covid19/>

Length of school day

The time allocated should be based on the existing school timetable in terms of beginning and end times each day. Teachers should use time at the beginning and end of the day for planning and review. Students should begin no later than 10.00 am and finish no earlier than 3 pm.

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

A Summer Programme helpline is also available at 09064 84292

The NCSE provide resources to support the school-based summer programme. The resources support tutors to provide fun and engaging learning experiences for students that focus on consolidating relationships with their schools, supporting physical, social and emotional well-being, developing resilience, building their confidence as learners and developing skills and routines to support successful transition into the next stage of their schooling. Resources will be available in Irish, English, Ukrainian and Russian. The resources will be available in May 2022 at this link: <https://ncse.ie/summer-programme>