**Guidelines on the appropriate use of the DEIS Grant**

**in DEIS Primary and Post-Primary Schools**

 *“*Schools that receive additional support and resources through participation in DEIS are expected to support the DEIS Action Plan through a systematic planning and monitoring process at individual school level and at school cluster/community level. The involvement of students, parents, local communities and agencies operating at local level is considered an important dimension of the planning process. Schools are expected to develop Action Plans focusing on the following areas: attendance, retention, educational progression, literacy and numeracy, examination attainment (at second level), parent and community partnership, partnership between schools and links with external agencies. Progress in the implementation of these Action Plans should be kept under review and adjusted in light of experience*”.*

***(Looking at Action Planning for Improvement in DEIS Primary Schools, DES, 2015, Looking at Action Planning for Improvement in DEIS Post Primary Schools, DES, 2015)***

A key focus is to continue to ensure that DEIS supports, including the DEIS Grant, are targeted at those pupils most at risk of educational disadvantage. All schools are again reminded of the importance of the planning process under the key themes listed below, as required under DEIS. As stated in Department Circular0039/2016*: Continuing Implementation of School Self-Evaluation 2016-2020*, “Schools in the DEIS Programme are required to develop and implement three year improvement plans as a condition of their participation in DEIS**. These plans are the school’s improvement plan for the purposes of school self-evaluation and no additional or separate improvement plan is required.”**

Themes to be addressed are:

* Attendance
* Retention
* Literacy
* Numeracy
* Supporting Educational Transitions
* Partnership with parents and others
* Academic outcomes (post-primary only)

Schools in the DEIS programme are required to set out a three-year DEIS Action Plan for Improvement. As part of this process, schools are asked to set specific, measurable, achievable, realistic and time specific targets and to evaluate these annually by monitoring the impact of actions undertaken in the key DEIS themes which are set out below.

The DEIS Grant should be utilised to attain the targets set in the school’s DEIS Action Planacross the DEIS themes. In this regard, financial resources should be targeted at the individual pupils who are considered **most at risk** and at addressing educational disadvantage through a focused response.

**1. Literacy and Numeracy** – Identifying the needs of the most at risk pupils and developing of strategies and targeted measures to improve literacy and numeracy levels.

**2. Home School Community Liaison (HSCL) and Partnership with parents and others** – For DEIS schools included in the HSCL Scheme, the HSCL Coordinator plays a critical role in supporting the development, implementation, evaluation, and review of the school’s DEIS Action Plan, particularly in the promotion of parental involvement by involving parents in their children’s learning and developing their confidence and capabilities in their role as primary educators.

**3. School Attendance** – Identifying the needs of the most at risk pupils and developing strategies and targeted measures to improve levels of school attendance

**4. Educational Progression, Examination Attainment (for second level students), and School Retention –** Identifying the needs of the most at risk pupils and developing strategies and targeted measures to tackle problems of early school leaving; improving levels of educational progression, examination attainment (for second level students) and retention. Includes programmes such as transfer and mentoring programmes.

*“As outlined in the DEIS Action Plan, retention relates to ensuring that pupils remain in the school system until the completion of the Leaving Certificate examination. Progression relates to ensuring pupils make successful transitions from one school level to the next; either from junior primary to senior primary schools or from primary to post-primary schools. For most primary schools, retaining pupils in school from junior infants to sixth class and progression to second level are not problematic and therefore action planning for improvement in these areas may not be a central part of the school’s DEIS planning process”.*

**(Looking at Action Planning for Improvement in Primary Schools, DES 2015)**

**5. Partnership** – Develop strategies to increase the level of participation and partnership between schools, parents and community, and links with external agencies.

**In each of these themes the following must be undertaken:**

* identify the most at risk pupils for the targeting of additional resources
* identify the needs of the targeted pupils
* identify the priority areas of activity to meet the needs of the targeted pupils
* identify the desired outcomes to meet the needs of the targeted pupils
* identify on-going requirement for Professional Development (CPD)
* identify and put in place the interventions which will achieve the desired outcomes

**Home School Community Liaison Expenditure**

For DEIS schools included in the HSCL Scheme, it is a requirement that at least 10% of the annual DEIS Grant to each school should be allocated for use on HSCL activities and made available to the HSCL Coordinator. If 10% is not sufficient, the school should use its discretion as to the appropriate amount

of funding from the DEIS Grant that should be provided to operate the HSCL service. In addition to travel expenses currently being paid to HSCL Coordinators, travel expenses for HSCL Coordinators who attend Continuing Professional Development (CPD) Programmes organised by the Educational

Welfare Service of TESS should be claimed from within the DEIS Grant. The reduced motor mileage rates apply for attending such CPD courses. The applicable mileage rate of travel can be downloaded from [www.circulars.gov.ie](http://www.circulars.gov.ie).

DEIS schools participating in the HSCL Scheme are requested by the Department, on an annual basis, to provide information on HSCL expenditure including Objectives, Targets, Activities and Outcomes under HSCL.

**DEIS Related School Facilities Expenditure**

Arising from DEIS related activities, individual school buildings may open earlier or may remain open later in the evenings, e.g. to cater for clubs. Some of the additional DEIS Grant may be used to meet ancillary costs such as heating, lighting and other miscellaneous charges arising from this type of activity. These costs should be linked to the key actions listed at 1-5 above, e.g., the cost of heating and lighting for breakfast clubs operated in order to promote school attendance. (For further information on The Sharing of School Facilities with the Community refer to Circular Letter Post Primary M18/05 & Prim 16/05 at

 [www.education.ie/en/Circulars-and-Forms/Active-Circulars/m18\_05\_prim16\_05.doc](http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/m18_05_prim16_05.doc)

**Management and oversight of Funds**

**Primary and Post-Primary schools**

In accordance with Section 18 of the Education Act 1998, schools are required to keep records of all activities undertaken and materials and resources purchased with grants. Income and expenditure accounts should be retained in the school and be made available if, and when, required by officers of the Department of Education and Skills and/or the Office of the Comptroller and Auditor General.

Schools must ensure compliance with Circular: 13/2014, Management of and Accountability for Grants from Exchequer Funds. Please refer to

<https://govacc.per.gov.ie/wp-content/uploads/DPER-Circular-13-14-Guidance-Note-and-Reporting-Requirements-1.pdf>

Schools should be aware that accounts are subject to audit. With this in mind, schools should make every effort to ensure best value for money and adopt best financial practices in order to be compliant with the Act and relevant circulars. The services of the Financial Shared Services Unit (www.fssu.ie) are available in this regard should you need their advice on such matters.

**ETB Schools**

In accordance with Section 51 of the Education and Training Boards Act 2013 the Department requests that ETBs’ accounts of income and expenditure should be retained and made available from time to time to officers of the Department of Education and Skills.

Schools should consider the following when expending DEIS funds:

***Is the item/service relevant to the actions listed on the School Plan?***

Will the purchase or use of the item/service assist in achieving the targets set by the School Plan? How will it assist in achieving the outcomes and can such outcomes be measured?

***Is the item/service available under an existing scheme?***

When considering expenditure of funds from the DEIS grant, schools should look to other agencies and supports to identify if there are any existing schemes or support programmes available. Schemes/support programmes to consider are those available for:

School Uniforms – Department of Employment Affairs and Social Protection grant

Utility Bills – This should be met by capitation grant funding (except for out of hours DEIS related running costs)

School Meals – Department of Employment Affairs and Social Protection school meals scheme

CPD for Staff – Professional Development Service for Teachers

School Books – Enhanced school book grant for DEIS Schools from Department of Education and Skills

Building/ICT – Minor Works Grant and ICT Infrastructure Grant available from Department of Education and Skills

Assistive Technology - Assistive Technology Scheme available from Department of Education and Skills.

Schools should also seek to cooperate with local agencies to improve service delivery and avoid duplication of resources.

Treoirlínte maidir le húsáid chuí an Deontais DEIS

i mBunscoileanna agus in Iar-Bhunscoileanna DEIS

*“*Táthar ag súil go dtacóidh scoileanna a fhaigheann tacaíocht agus acmhainní breise trí rannpháirtíocht i nDEIS le Plean Gníomhaíochta DEIS trí phróiseas pleanála agus monatóireachta córasach ar leibhéal na scoile aonair agus ar leibhéal braisle/pobail scoile. Meastar gur gné thábhachtach den phróiseas pleanála rannpháirtíocht na scoláirí, na dtuismitheoirí, na bpobal áitiúil agus na ngníomhaireachtaí a oibríonn ar leibhéal áitiúil. Táthar ag súil go bhforbróidh scoileanna Pleananna Gníomhaíochta atá dírithe ar na réimsí seo a leanas: tinreamh, coinneáil, dul chun cinn oideachasúil, litearthacht agus uimhearthacht, gnóthachtáil i scrúduithe (ar an dara leibhéal), comhpháirtíocht tuismitheoirí agus pobail, comhpháirtíocht idir scoileanna agus naisc le gníomhaireachtaí seachtracha. Ba cheart athbhreithniú leanúnach a dhéanamh ar dhul chun cinn ar chur i bhfeidhm na bPleananna Gníomhaíochta seo agus iad a choigeartú i bhfianaise na taithí*”.*

(Ag Breathnú ar Phleananna Gníomhaíochta le haghaidh Feabhsúcháin i mBunscoileanna DEIS, ROS, 2015, Ag Breathnú ar Phleananna Gníomhaíochta le haghaidh Feabhsúcháin in Iar-bhunscoileanna DEIS, ROS, 2015)

Táthar ag díriú go háirithe ar a chinntiú go ndírítear tacaíochtaí DEIS, lena n-áirítear an Deontas DEIS, ar na daltaí sin is mó atá i mbaol míbhuntáiste oideachais. Meabhraítear arís do gach scoil tábhacht an phróisis phleanála faoi na príomhthéamaí atá liostaithe thíos, mar a éilítear faoi DEIS. Mar a dúradh i gCiorclán na Roinne0039/2016*: Cur i bhFeidhm Leanúnach Féinmheastóireachta Scoile 2016-2020*, “Ceanglaítear ar scoileanna sa Chlár DEIS pleananna feabhsúcháin trí bliana a fhorbairt agus a chur i bhfeidhm mar choinníoll dá rannpháirtíocht i nDEIS**. Is iad na pleananna seo plean feabhsúcháin na scoile chun críocha féinmheastóireachta scoile agus ní theastaíonn aon phlean feabhsúcháin breise ná aon phlean feabhsúcháin ar leith."**

Is iad na téamaí a gcaithfear aghaidh a thabhairt orthu:

* Tinreamh
* Coinneáil
* Litearthacht
* Uimhearthacht
* Ag Tacú le hAistrithe Oideachais
* Comhpháirtíocht le tuismitheoirí agus daoine eile
* Torthaí acadúla (iar-bhunscoil amháin)

Ceanglaítear ar scoileanna sa chlár DEIS Plean Gníomhaíochta DEIS trí bliana le haghaidh Feabhsúcháin a leagan amach. Mar chuid den phróiseas seo, iarrtar ar scoileanna spriocanna sonracha, intomhaiste, indéanta, réalaíocha a bhaineann le tréimhsí ama ar leith a leagan síos agus iad seo a mheas go bliantúil trí mhonatóireacht a dhéanamh ar thionchar na ngníomhartha a dhéantar sna phríomhthéamaí DEIS atá leagtha amach thíos.

Ba cheart Deontas DEIS a úsáid chun na spriocanna atá leagtha síos i bPlean Gníomhaíochta DEIS na scoile a bhaint amachar fud na dtéamaí DEIS. Maidir leis seo, ba cheart acmhainní airgeadais a dhíriú ar na daltaí ar leith **is mó a mheastar a bheith i mbaol** agus aghaidh a thabhairt ar mhíbhuntáiste oideachais trí fhreagairt dhírithe.

**1. Litearthacht agus Uimhearthacht** - Riachtanais na ndaltaí is mó atá i mbaol a aithint agus straitéisí agus bearta spriocdhírithe a fhorbairt chun leibhéil litearthachta agus uimhearthachta a fheabhsú.

**2. Idirchaidreamh Pobail Baile Scoile (HSCL) agus Comhpháirtíocht le tuismitheoirí agus daoine eile** - Maidir le scoileanna DEIS atá san áireamh sa Scéim HSCL, tá ról ríthábhachtach ag Comhordaitheoir HSCL sa mhéid go dtacaíonn sé/sí le forbairt, cur i bhfeidhm, meastóireacht agus athbhreithniú ar Phlean Gníomhaíochta DEIS na scoile, go háirithe i dtaobh rannpháirtíocht tuismitheoirí a chur chun cinn trí thuismitheoirí a bheith páirteach i bhfoghlaim a leanaí agus ag forbairt a muiníne agus a gcumas ina ról mar phríomh-oideachasóirí.

**3. Tinreamh Scoile** - Riachtanais na ndaltaí is mó atá i mbaol a aithint agus straitéisí agus bearta spriocdhírithe a fhorbairt chun leibhéil tinrimh scoile a fheabhsú

**4. Dul chun cinn Oideachasúil, Gnóthachtáil i Scrúduithe (do scoláirí dara leibhéil), agus Coinneáil sa Scoil -** Riachtanais na ndaltaí is mó atá i mbaol a aithint agus straitéisí agus bearta spriocdhírithe a fhorbairt chun dul i ngleic le fadhbanna a bhaineann le luathfhágáil scoile; leibhéil dul chun cinn oideachais, gnóthachtáil i scrúduithe (do scoláirí dara leibhéil) agus coinneáil a fheabhsú. San áireamh tá cláir ar nós cláir aistrithe agus meantóireachta.

 “Mar atá leagtha amach i bplean gníomhaíochta DEIS, baineann an choinneáil lena chinntiú go bhfanann daltaí sa chóras scolaíochta go dtí go gcuirfear an Ardteistiméireacht i gcrích. Baineann dul chun cinn lena chinntiú go n-éiríonn le daltaí aistriú ó leibhéal amháin scoile go chéile; bíodh sé ó bhunscoileanna sóisearacha go bunscoileanna sinsearacha nó ó bhunscoileanna go hiar-bhunscoileanna. Ag an gcuid is mó de bhunscoileanna, níl aon fhadhb ag baint le daltaí a choinneáil ó naíonáin shóisearacha go rang a sé agus dul chun cinn go dtí an dara leibhéal agus, mar sin de, d’fhéadfadh sé nach cuid lárnach de phróiseas pleanála DEIS na scoile í an phleanáil gníomhaíochta le haghaidh feabhsúcháin sna réimsí seo”.

**(Ag Breathnú ar Phleananna Gníomhaíochta le haghaidh Feabhsúcháin i mBunscoileanna, ROS 2015)**

**5. Comhpháirtíocht** - Straitéisí a fhorbairt chun an leibhéal rannpháirtíochta agus comhpháirtíochta idir scoileanna, tuismitheoirí agus an pobal a mhéadú, agus naisc le gníomhaireachtaí seachtracha.

Caithfear gach ceann díobh seo a leanas a dhéanamh i ngach ceann de na téamaí seo:

* na daltaí is mó atá i mbaol a aithint chun acmhainní breise a dhíriú orthu
* riachtanais na ndaltaí a ndírítear orthu a aithint
* na réimsí tosaíochta gníomhaíochta a aithint chun freastal ar riachtanais na ndaltaí a ndírítear orthu
* na torthaí inmhianaithe a aithint chun freastal ar riachtanais na ndaltaí a ndírítear orthu
* riachtanas leanúnach maidir le Forbairt Ghairmiúil (FGL) a aithint
* na hidirghabhálacha a aithint agus a chur i bhfeidhm a bhainfidh na torthaí inmhianaithe amach

Caiteachas ar Idirchaidreamh Baile Scoile Pobail

Maidir le scoileanna DEIS atá san áireamh sa Scéim HSCL, is riachtanas é go leithdháilfí 10% den Deontas DEIS bliantúil ar a laghad a íoctar le gach scoil ar úsáid gníomhaíochtaí HSCL agus go gcuirfí ar fáil é don Chomhordaitheoir HSCL. Mura leor 10% is faoin scoil féin atá sé cinneadh a dhéanamh faoin méid cuí den Deontas DEIS a chuirfidh sí ar fáil chun an tseirbhís HSCL a oibriú. Chomh maith le costais taistil atá á n-íoc faoi láthair le Comhordaitheoirí HSCL, ba cheart costais taistil do Chomhordaitheoirí HSCL a fhreastalaíonn ar Chláir um Fhorbairt Ghairmiúil Leanúnach atá á n-eagrú ag an tSeirbhís Leasa Oideachais TESS a éileamh ón Deontas DEIS. Baineann na rátaí laghdaithe míleáiste mótair chun freastal ar chúrsaí FGL den sórt sin. Is féidir an ráta taistil míleáiste a bhfuil feidhm leis a íoslódáil ó [www.circulars.gov.ie](http://www.circulars.gov.ie).

Iarrann an Roinn ar scoileanna DEIS atá rannpháirteach sa Scéim HSCL faisnéis a sholáthar faoi chaiteachas HSCL lena n-áirítear Cuspóirí, Spriocanna, Gníomhaíochtaí agus Torthaí faoi HSCL ar bhonn bliantúil.

Caiteachas ar Áiseanna Scoile a Bhaineann le DEIS

Mar thoradh ar ghníomhaíochtaí a bhaineann le DEIS, féadfaidh foirgnimh scoile ar leith oscailt níos luaithe nó féadfaidh siad fanacht ar oscailt go dtí níos déanaí sa tráthnóna, m.sh. freastal ar chlubanna. Féadfar cuid den Deontas DEIS breise a úsáid chun costais choimhdeacha mar théamh, soilsiú agus muirir ilghnéitheacha eile a thagann chun cinn mar thoradh ar an gcineál seo gníomhaíochta a íoc. Ba cheart na costais seo a nascadh leis na príomhghníomhartha atá liostaithe ag 1-5 thuas, m.sh., costas téimh agus soilsithe do chlubanna bricfeasta a oibrítear d’fhonn tinreamh scoile a chur chun cinn. (Le haghaidh tuilleadh faisnéise ar Saoráidí na Scoile a roinnt leis an bPobal, féach Ciorclán Iar-bhunscoile M18/05 & Prim 16/05 ag

[https://www.education.ie/ga/Ciorcláin-agus-Foirmeacha/Ciorcláin-Gn%C3%ADomhacha/m18\_05\_prim16\_05.pdf](https://www.education.ie/ga/Ciorcl%C3%A1in-agus-Foirmeacha/Ciorcl%C3%A1in-Gn%C3%ADomhacha/m18_05_prim16_05.pdf)

Bainistíocht agus Maoirseacht ar Chistí

Bunscoileanna agus Iar-bhunscoileanna

De réir Alt 18 den Acht Oideachais 1998, ceanglaítear ar scoileanna taifid a choinneáil ar gach gníomhaíocht a dhéantar agus ar na hábhair agus na hacmhainní a ceannaítear le deontais. Ba cheart cuntais ioncaim agus caiteachais a choinneáil sa scoil agus a chur ar fáil má, agus nuair a éilíonn oifigigh na Roinne Oideachais agus Scileanna agus/nó Oifig an Ard-Reachtaire Cuntas agus Ciste iad.

Ní mór do scoileanna a chinntiú go gcomhlíontar Ciorclán 13/2014, Bainistíocht agus Cuntasacht as Deontais ó Chistí an Státchiste. Féach ar

[https://govacc.per.gov.ie/wp-content/uploads/DPER-Circular-13-14-Guidance-Note-and-Reporting-Requirements-1.pdf.](https://govacc.per.gov.ie/wp-content/uploads/DPER-Circular-13-14-Guidance-Note-and-Reporting-Requirements-1.pdf)

Ba chóir go mbeadh a fhios ag scoileanna go bhfuil cuntais faoi réir iniúchta. Agus iad ag cuimhneamh air seo, ba cheart do scoileanna a ndícheall a dhéanamh an luach is fearr ar airgead a chinntiú agus glacadh leis na cleachtais airgeadais is fearr d’fhonn riachtanais an Achta agus na gciorcláin ábhartha a chomhlíonadh. Tá seirbhísí an Aonaid Seirbhísí Comhroinnte Airgeadais (www.fssu.ie) ar fáil ina leith seo má theastaíonn comhairle uait ar ábhair den sórt sin.

Scoileanna BOO

De réir Alt 51 d’Acht na mBord Oideachais agus Oiliúna 2013 iarrann an Roinn go gcoinneofaí cuntais ioncaim agus caiteachais na BOOanna agus go gcuirfí ar fáil iad ó am go ham d’oifigigh na Roinne Oideachais agus Scileanna.

Ba chóir do scoileanna na rudaí seo a leanas a mheas agus cistí DEIS á gcaitheamh acu:

An mbaineann an mhír/an tseirbhís leis na gníomhartha atá liostaithe ar Phlean na Scoile?

An gcabhróidh ceannach nó úsáid na míre/seirbhíse leis na spriocanna atá leagtha síos sa Phlean Scoile a bhaint amach? Conas a chabhróidh sé leis na torthaí a bhaint amach agus an féidir torthaí den sórt sin a thomhas?

An bhfuil an t-earra/an tseirbhís ar fáil faoi scéim atá ann cheana?

Agus caiteachas cistí ón deontas DEIS á mbreithniú acu, ba cheart do scoileanna dul chuig gníomhaireachtaí agus tacaíochtaí eile chun a fháil amach an bhfuil aon scéimeanna nó cláir tacaíochta ar fáil. Is iad na scéimeanna/cláir tacaíochta ar chóir féachaint orthu ná na cinn atá ar fáil le haghaidh:

Éide Scoile - Deontas ón Roinn Gnóthaí Fostaíochta agus Cosanta Sóisialta

Sonraisc Fóntais - Ba cheart é seo a íoc trí maoiniú deontas caipitíochta (ach amháin costais reatha lasmuigh d'uaireanta oibre a bhaineann le DEIS)

Béilí Scoile - Scéim béilí scoile na Roinne Gnóthaí Fostaíochta agus Cosanta Sóisialta

FGL don Fhoireann - Seirbhís Forbartha Gairmiúla do Mhúinteoirí

Leabhair Scoile - Deontas leabhar scoile feabhsaithe do Scoileanna DEIS ón Roinn Oideachais agus Scileanna

Foirgneamh/TFC - Deontas Mionoibreacha agus Deontas Bonneagair TFC, ar fáil ón Roinn Oideachais agus Scileanna

Teicneolaíocht Chúnta - Scéim Teicneolaíochta Cúntam, ar fáil ón Roinn Oideachais agus Scileanna.

Ba cheart do scoileanna iarracht a dhéanamh freisin ar chomhoibriú le gníomhaireachtaí áitiúla chun seachadadh seirbhíse a fheabhsú agus dúbailt acmhainní a sheachaint.