

Financial Guideline 2022/2023 – 29

Community & Comprehensive Schools and Voluntary Secondary Schools

Summer Programme 2023

School Based Programme in Post-Primary Schools

1. Introduction

All post primary schools will have the opportunity to run two weeks of summer programmes for pupils with complex needs and pupils at risk of educational disadvantage. The weeks do not have to be consecutive. This year's summer programme is building upon the 2021 and 2022 summer programmes.

2. Online Registration Portal

Post-Primary schools that wish to participate in the 2023 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 **Friday 21 April 2023 at 5pm**.

Following registration, sanction emails 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 [2023 Summer Programme 'Building Confidence and Connections'](#).

4. Funding Provided

(i) Capitation

A non-pay grant of €45 per pupil per week will be paid to all participating schools. The grant will only be processed for payment once the school has completed the pupil number returns on the Esinet portal and payments will commence in October 2023.

See section six "Financial Oversight" on accounting for this grant.

(ii) 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.

A family who is availing of a special transport grant during the school year may continue to do so if their child has been sanctioned to attend the Summer Programme in their school. Grants are paid in the normal manner upon receipt of a Statement of Attendance Form from their school.

When a school registers for the Summer Programme they must do the following if they require SEN transport services to continue:

- When a school registers for the Summer Programme they will receive a link to a school transport application form.
- Complete the form fully for all pupils who are currently on SEN transport (pupils who avail of a Special Transport Grant do not need to be listed)
- Return completed form to the Department's School Transport section as soon as possible to SENtransport@education.gov.ie

Any queries can be sent to SENtransport@education.gov.ie

All School Transport Application Forms must be submitted by the school before **02 May 2023** in order for transport to be in place for the Summer Programme 2023.

Escorts who are required to assist on existing SEN School Transport Services as outlined above should continue to be paid in the normal manner.

Only services who have received sanction for an escort by the Department during the school year will be funded in this regard.

- **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 2023. Where transport to and from a post-primary summer 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, per school.

It is important to note that transport should only be arranged for those pupils who are already availing of school transport under the Department's post-primary School Transport Scheme. Please note that only transport to and from the summer programme is covered by this grant.

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 Department's post-primary school transport scheme (Bus Éireann school bus ticket Id number) and submitted to schoolsummerprogramme@education.gov.ie once the programme concludes.

All queries relating to the payment arrangements for mainstream transport should be sent to that address. Payments will commence in October 2023 to schools that have provided the required information.

5. Staffing Information

(i) Organiser Role

In 2023, instead of preparation hours, there will be a dedicated role of School Organiser in each school offering the summer programme. The School Organiser will receive additional remuneration for their role. This is envisaged to be a key leadership role that will offer development opportunities for staff in schools. The School Organiser in all schools will develop the school's summer programme and have responsibility for recruitment of staff employed by the school for the Summer Programme. While Principals can undertake this role, the intention is to alleviate pressure from school management and present an opportunity for other teachers.

It is envisaged that the bulk of the Organiser's work will include preparation work for the programme which will begin in February 2023 through to the commencement of the Summer Programme.

Collaboration will be needed between the Organiser and the school's Summer Programme Manager prior to commencement of each scheme to support the delivery of the Summer Programme in the school. This handover of duties to the Summer Programme Manager is needed as part of the Organiser's preparation work.

(ii) Summer Programme Manager Role

The Summer Programme Manager role is a change in title from the Overseer Role last year. Each school must appoint a Manager for the summer programme. The role of Summer Programme Manager can be undertaken by any permanent or fixed term teacher, including the principal and Summer Programme Organiser in the participating school.

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

(iii) Eligibility of Teachers/SNAs

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.

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.

(iv) Payments Rates

- **Payments to Organisers**

The role will carry a gross payment of €2,000 for participating schools only which can be claimed once their school's programme starts. Where more than one teacher is interested in this role, it is the responsibility of the Boards of Management to select the most suitable candidate.

- **Payments to Managers, 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.

Where a teacher participates in the programme in the SNA role they will receive the SNA rate of pay.

Graduate teachers who have not completed their Teaching Council registration will be paid at the unqualified rate for their participation with the programme. Only teachers who are registered under Post-Primary Route 2 can only be paid the post-primary qualified rate from their registration date as advised by the Teaching Council.

PME pupil teachers who are registered with the Teaching Council under the Further Education route will be paid at the unqualified rate for work on the summer programme.

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

- **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 2023 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 assign Summer Programme Data Approver and Summer Programme Data Entry roles within the school for the purposes of the summer programme.

The Summer Programme Manager is responsible for ensuring appropriate returns are submitted to the Department on or before published deadline dates. They must ensure that all staff involved with the programme are issued details regarding the payment process and are provided with any relevant guidance documentation provided by the Department.

It will be important that all payment claims are submitted by published deadline dates to ensure staff are paid on time. Schools should only submit their payment claims when their programme has concluded.

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 090 648 4292.

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

17th April 2023

Treoirlíne Airgeadais 2022/2023 – 29

Pobalscoileanna agus Scoileanna Cuimsitheacha
agus Meánscoileanna Deonacha

Clár Samhraidh 2023

Clár Scoilbhunaithe in Iar-bhunscoileanna

1. Réamhrá

Is féidir le gach iar-bhunscoil dhá sheachtain de chlár shamhraidh a chur ar fáil do dhaltai a bhfuil riachtanais chasta oideachais speisialta acu agus do na daltaí sin atá i mbaol míbhuntáiste oideachais. Ní gá na seachtainí a reáchtáil i ndiaidh a chéile. Tá clár samhraidh na bliana seo ag tógáil ar chlár shamhraidh 2021 agus 2022.

2. Tairseach um Chlárú Ar Líne

Ní mór d'iar-bhunscoileanna ar mian leo páirt a ghlacadh i gclár samhraidh 2023 clárú ar [Thairseach na Roinne um Chlárú ar Líne](#).

Iarrtar ar scoileanna an fhoirm seo a chomhlánú chun a rannpháirtíocht a chur in iúl agus í a chur isteach faoin **5 i.n., Dé hAoine an 21 Aibreán 2023**.

Tar éis clárúcháin, eiseoidh an Roinn ríomhphoist ceada le haghaidh gach clár chuig scoileanna ina dtabharfar breac-chuntas ar na hacmhainní a bheidh ceadaithe.

3. Sonraí faoin gclár

Tá eolas mionsonraithe ar fáil sa doiciméad [Clár Samhraidh 2023 'Muinín agus Naisc a Chothú'](#).

4. Maoiniú atá á Chur ar Fáil

(i) Caipitíocht

Íocfar deontas neamhphá €45 an dalta in aghaidh na seachtaine le gach scoil rannpháirteach. Ní phróiseálfar an deontas le haghaidh íocaíochta go dtí go mbeidh na tuairisceáin faoin líon daltaí comhlánaithe ag an scoil ar thairseach Esinet, agus cuirfear tús le híocaíochtaí i mí Dheireadh Fómhair 2023.

Féach alt 6 “Maoirseacht Airgeadais” maidir le cuntasáíocht a dhéanamh don deontas seo.

(ii) Iompar

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

D’fhéadfadh seirbhísí Scéim Iompair RSO a bheith ar fáil do dhaltai ag a bhfuil riachtanais chasta agus a bhaineann leas as an scéim iompair RSO de ghnáth.

Is féidir le teaghlach atá ag baint leasa as deontas speisialta iompair le linn na scoilbhliana leanúint ar aghaidh ag déanamh amhlaidh má cheadaítear dá leanbh freastal ar an gClár Samhraidh ina scoil. Íoctar deontais ar an ngnáthbhealach nuair a fhaightear Foirm Ráitis Tinrimh óna scoil.

Nuair a chláraíonn scoil don Chlár Samhraidh ní mór dóibh na nithe seo a leanas a dhéanamh má theastaíonn uathu leanúint ar aghaidh le seirbhísí iompair RSO:

- Nuair a chláraíonn scoil don Chlár Samhraidh gheobhaidh siad nasc chuig foirm iarratais ar iompar scoile.
- Comhlánaigh an fhoirm go hiomlán ar son gach dalta atá páirteach sa scéim iompair ROS faoi láthair (ní gá go mbeadh daltaí a bhaineann leas as Deontas Iompair Speisialta ar an liosta)
- Seol an fhoirm chomhlánaithe ar ais chuig Rannóg Iompar Scoile na Roinne chomh luath agus is féidir chuig SENtransport@education.gov.ie

Is féidir aon cheist a chur chuig SENtransport@education.gov.ie

Ní mór don scoil gach Foirm Iarratais ar Iompar Scoile a chur isteach roimh an **02 Bealtaine 2023** le go mbeidh iompar in ar fáil do Chlár Samhraidh 2023.

Ba chóir go leanfaí de thionlacaithe a theastaíonn chun cuidiú leis na Seirbhísí Iompair Scoile RSO atá leagtha amach thuas a íoc ar an ngnáthbhealach.

Ní mhaoiníofar ach seirbhísí a fuair cead i ndáil le tionlacaithe ón Roinn i rith na scoilbhliana.

- **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 2023. I gcás go n-aithnítear go bhfuil bac roimh dhaltai 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 socrúithe 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 leas á bhaint acu cheana féin as iompar scoile faoi Scéim Iompair Scoile na Roinne d’iar-bhunscoileanna. Tabhair faoi deara nach gclúdaítear ach iompar chuig an gclár samhraidh agus ar ais abhaile uaidh faoin deontas seo.

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

- na fáлтаis chuí, is é sin, fáлтаis ó chuideachtaí bus príobháideacha, fáлтаis tacsáí.
- ainmneacha na ndaltaí ar soláthraíodh iompar dóibh chuig an gclár samhraidh agus ar ais abhaile uaidh, agus deimhniú go bhfuil leas á bhaint acu faoi láthair as scéim iompair na Roinne d'iar-bhunscoileanna (uimhir aitheantais ticéad bus scoile Bhus Éireann) agus a chur faoi bhráid schoolsummerprogramme@education.gov.ie nuair a bheidh an clár críochnaithe.

Ba cheart gach ceist a bhaineann le socruithe íocaíochta maidir le hiompar príomhshrutha a sheoladh chuig an seoladh sin. Cuirfear tús le híocaíochtaí i mí Dheireadh Fómhair 2023 le scoileanna a mbeidh an fhaisnéis riachtanach curtha ar fáil acu.

5. Faisnéis faoi Sholáthar Foirne

(i) Ról an Eagraí

In 2023, in ionad uaireanta ullmhúcháin, beidh ról tiomnaithe mar Eagraí Scoile i ngach scoil a bheidh an clár samhraidh á sholáthar acu. Gheobhaidh Eagraí na Scoile luach saothair breise as a ról. Samhlaítear an ról sin mar phríomhról ceannaireachta a thabharfaidh deiseanna forbartha don fhoireann i scoileanna. Is é/í Eagraí na Scoile i ngach scoil a fhorbróidh clár samhraidh na scoile agus is é/í a bheidh freagrach as earcaíocht na foirne a fhostófar sa scoil don Chlár Samhraidh. Cé gur féidir le Príomhoidí tabhairt faoin ról seo, is é atá beartaithe ná an brú ar bhainistíocht na scoile a mhaolú agus deis a thabhairt do mhúinteoirí eile.

Samhlaítear go mbainfidh formhór d'obair an Eagraí le hullmhúchán don chlár, obair a thosóidh i mí Feabhra 2023 agus a chríochnóidh nuair a chuirfear tús leis an gClár Samhraidh.

Beidh gá le comhoibriú idir an Eagraí agus Bainisteoir an Chláir Samhraidh na scoile sula gcuirfear tús le gach scéim chun tacú le soláthar an Chláir Samhraidh sa scoil. Beidh gá le dualgais a thabhairt ar láimh do Bhainisteoir an Chláir Samhraidh mar chuid d'obair ullmhúcháin an Eagraí.

(ii) Ról Bhainisteoir an Chláir Samhraidh

Bainisteoir an Chláir Samhraidh a thugtar ar an ról i mbliana; Maoirseoir Clár a tugadh air anuraidh. Is gá do gach scoil Bainisteoir amháin a cheapadh ar an gclár samhraidh. Is féidir le haon mhúinteoir buan nó múinteoir ar théarma seasta an ról Bainisteoir an Chláir Samhraidh a ghlacadh sa scoil rannpháirteach, lena n-áirítear an príomhoide agus Eagraí an Chláir Samhraidh.

Níl cead ag Bainisteoir an Chláir Samhraidh páirt a ghlacadh sa chlár i ról múinteoireachta toisc go mbeidh siad freagrach as an gclár a chomhordú agus a threorú laistigh den scoil. Ní mór do Bhainisteoir an Chláir Samhraidh a bheith i láthair sa scoil ar feadh thréimhse iomlán an chláir le go bhféadfaí déileáil le haon cheisteanna a d'fhéadfadh teacht aníos.

Is féidir ról Bhainisteoir an Chláir Samhraidh a roinnt idir níos mó ná múinteoir buan amháin laistigh den scoil. É sin ráite, ní féidir ach le Bainisteoir Cláir Samhraidh amháin oibriú sa chár sin ag aon am amháin. Íocfar gach Bainisteoir as na laethanta/seachtainí den chlár a n-oibríonn siad i ról an Bhainisteora.

(iii) Cáilitheacht múinteoirí/CRSanna

Múinteoirí nó CRSanna atá ag baint leasa as saoire cheadaithe íoctha nó neamhíoctha óna gcuid fostaíochta le linn thréimhse an chláir samhraidh, níl siad incháilithe chun páirt a ghlacadh ann. Mar sin féin, múinteoirí nó CRSanna atá ar shos gairme nó atá ag roinnt poist, is féidir iad a fhostú mar mhúinteoirí nó mar CRSanna le linn thréimhse an chláir. Múinteoirí nó CRSanna atá ag roinnt poist, is féidir leo páirt a ghlacadh go lánaimseartha sa chlár samhraidh.

Múinteoirí atá imithe ar scor ar chúiseanna leighis Shnáitheanna 1 agus 2, ní féidir leo páirt a ghlacadh sa chlár samhraidh.

Múinteoirí atá imithe ar scor faoi Shnáithe 3, is féidir leo páirt a ghlacadh sa chlár samhraidh. Tabhair faoi deara go mbeidh siad faoi réir ag srianta na scéime pinsin a rialaíonn a scor.

(iv) Rátaí íocaíochtaí

• Íocaíochtaí le hEagraithe

Beidh íocaíocht chomhlán €2,000 ag gabháil leis an ról i gcás scoileanna rannpháirteacha amháin is féidir sin a éileamh a luaithe a thosaíonn clár a scoile. I gcás ina mbeidh suim ag níos mó ná múinteoir amháin sa ról seo, is ar na Boird Bhainistíochta a bheidh an fhreagracht an t-iarrthóir is oiriúnaí a roghnú.

• Íocaíochtaí le Bainisteoirí, foireann teagaisc agus CRSanna

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

Nuair a ghlacann múinteoir páirt sa chlár i ról an CRS gheobhaidh sé/sí ráta pá an CRS.

Múinteoirí le céim nach bhfuil a gclárúchán leis an gComhairle Mhúinteoireachta tugtha chun críche acu, íocfar an ráta neamhcháilithe leo as a rannpháirtíocht sa chlár. Múinteoirí atá cláraithe faoi Bhealach 2 Iar-Bhunscoile, ní féidir an ráta cáilithe iar-bhunscoile a íoc leo ach ón dáta a cláraíodh iad, arna chur in iúl ag an gComhairle Mhúinteoireachta.

Múinteoirí MGO faoi oiliúint atá cláraithe leis an gComhairle Mhúinteoireachta faoin mbealach Breisoideachais, íocfar an ráta neamhcháilithe leo as bheith ag obair sa chlár samhraidh.

Múinteoirí fochéimithe faoi oiliúint atá cláraithe leis an gComhairle Mhúinteoireachta faoi Bhealach 5, íocfar an ráta neamhcháilithe leo as bheith ag obair sa chlár samhraidh.

- **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

Bainfidh scoileanna rannpháirteacha úsáid as córas Esinet na Roinne chun éilimh a chur isteach maidir le clár 2023. 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 críocha an chlár samhraidh.

Beidh Bainisteoir an Chláir Samhraidh freagrach as a chinntiú go gcuirfear tuairisceáin chuí isteach chuig an Roinn ar spriocdhátaí foilsithe nó roimhe sin. Ní mór dóibh a chinntiú go n-eiseofar sonraí maidir leis an bpróiseas íocaíochta chuig gach ball foirne a mbeidh baint acu leis an gclár agus go gcuirfear ar fáil dóibh aon treirdhoiciméad ábhartha a sholáthróidh an Roinn.

Beidh sé tábhachtach go gcuirfear gach éileamh íocaíochta isteach faoi spriocdhátaí foilsithe chun a chinntiú go n-íocfar an fhoireann in am. Níor cheart do scoileanna a n-éilimh íocaíochta a chur isteach go dtí go mbeidh a gclár críochnaithe.

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

Ceisteanna agus Tacaíocht

[Cliceáil anseo](#) le haghaidh gach eolas ábhartha agus acmhainní oiliúna don chlár samhraidh.

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

Tá líne chabhrach don Chlár Samhraidh ar fáil freisin ag 090 648 4292.

Déan teagmháil le FSSU le tuilleadh eolais nó soiléiriú a fháil ar aon cheann de na saincheisteanna sa Treoirlíne seo.

Guthán: 01-269 0677
info@fssu.ie

An 17 Aibreán 2023