Financial Guideline 2022/2023 – P16

Primary Schools

Summer Programme 2023

1. Introduction

All primary schools will have the opportunity to run a summer programmes for pupils enrolled in special classes, pupils who have complex special educational needs in mainstream classes and those who are most at risk of educational disadvantage. The programme should run for at least 2 weeks and maximum of 4 weeks during the school summer holidays. The weeks do not have to be consecutive. This year's summer programme is building upon the 2021and 2022 summer programmes.

DEIS primary schools also have the option of running existing Literacy and Numeracy Camps/Campaí Samhraidh. Schools can run up to 2 camps of one week's duration each.

A pilot programme has been developed for all special schools to ensure supports are targeted. The main priority in 2023 is that those children with the most complex needs, especially in special schools, should have access to a school-based summer programme.

2. Online Registration Portal

Primary schools that wish to participate in the 2023 summer programme must register on the Department's Online Registration Portal. Summer Programme Primary 2023 (education.gov.ie). 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 Main Stream Primary Schools and 2023 Summer Programme 'Building Confidence and Connections' Special Schools

4. Funding Provided

(i) Capitation

A non-pay grant of €45 per pupil per week (€60 per pupil in schools participating in the special school programme) 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.

In order to mitigate against the unique circumstances that arise in a special school during the summer months, additional grant funding of €2,000 will be provided for each week a special school provides the Summer Programme.

(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.

Where a school registers for the Summer Programme they will receive a link to a form to request SEN School transport. This form must be completed and returned to the Department's School Transport section by email before 02 May 2023 SENtransport@education.gov.ie.

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 Primary School Transport Scheme will not operate for the duration of the summer programmes in 2023. Where transport to and from a 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 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 school transport scheme (Bus Éireann school bus ticket Id number) and submitted to schoolsummerprogramme@education.gov.ie once the programme concludes. Payments will commence in October 2023 to school who have provided the required information.

5. Staffing Information

(i) Organiser Role

- Key leadership role to develop and deliver the schools summer programme
- Recruit staff
- Includes preparation work starting Feb 2023 to commencement.
- Role can be carried out by teachers
- Works closely with programme manager
- The role will carry a gross payment of €2,000 for participating schools only (€3,000 for special schools)

(ii) Summer Programme Manager Role

- Originally the Overseeers Role
- Each school must appoint a Manager
- Cannot participate in a teaching role
- Must be present for full duration of programme
- Role can be shared between more than one permanent teacher
- Managers, 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.
- 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.

(iii) Eligibility of teachers/SNAs

Full details of staffing roles and eligibility can be found here

(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 to ensure staff are paid on time. 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. 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

All relevant information and training resources for the summer programme can be found at this link: 2023 Summer Programme 'Building Confidence and Connections Main Stream Primary Schools and 2023 Summer Programme 'Building Confidence and Connections' Special Schools

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

A Summer Programme helpline is also available at 09064 84292.

Treoirlíne Airgeadais 2022/2023 – P16

Bunscoileanna

Clár Samhraidh 2023

1. Réamhrá

Beidh deis ag gach Bunscoil clár samhraidh 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 2023.
Ba chóir go mbeadh an clár ar siúl ar feadh 2 sheachtain ar a laghad agus 4 seachtaine ar a mhéid le linn laethannta saoire samhraidh na scoild. Ní gá go mbeadh na seachtainí as a chéile. Tá clár samhraidh na bliana seo ag tógáil ar chláir samhraidh 2021 agus 2022.

Tá rogha ga bunscoileanna DEIS freisin Campaí Litearthachta agus Uimhearthachta/Campaí Samhraidh a reachtáil. Is féidir le scoileanna suas le 2 chama a rith ar feadh seachtaine an ceann.

Tá clár píolótach forbartha do gach scoil speisialta lean chinntiú go ndírítear ar thacaíochtaí. Is í an phríomhthosaíocht i 2023 ná go mbeadh rochtain ag na leanaí sin a bhfuil na riachtanais is casta ace, go háirithe i scoileanna speisialta, ar chlár samhraidh scoilbhunaithe.

2. Tairseach Clárúcháin Ar Líne

Ní mór d'iarbhunscoileanna ar mian leo páirt a ghlacadh i gclár samhraidh 2023 clárú ar Thairseach Chlárúcháin ar Líne na roinne. Clár Samhraidh Bunscolaíocht 2023 (education.gov.ie)

Iarrtar ar scoileanna an fhoirm seo a chomhlánú agus a chur isteach ag léiriú rannpháirtíochta ar, nó roimh, Dé hAoine 21ú Aibreán 2023 ag 5 i.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 Clár Samhraidh 2023 'Ag Tógáil Muiníne agus Nasc Bunscoileanna Príomshrutha'agus Clár Samhraidh 2023 'Ag Tógáil Muiníne agus Naisc' Scoileanna Speisialta

4. Maoiniú atá á Chur ar Fáil

(i)Caipitíocht

Íocfar deontas neamhphá de €45 sa tseachtain in aghaidh an dalta le gach scoil atá rannpháirteach. (€60 in aghaidh an dalta i scoileanna atá páirteach sa chlár um scoileanna speisialta)
Ní phróiseálfar and deontas le haghaidh íocaíochtaí go dtí go mbeidh an tuairisceáin uimhreasha daltaí cohmlánaithe ag an scoil ar thairseach Esinet agus cuirfear tús le híocaíochtaí i mí Dheireadh Fómhair 2023. Chun na cúinsú uathúla a thagann chun cinn I scoil speisialta le linn míonna an tsamhraidh a mhaolú, cuirfear maoiniú deontais breise de €2000 ar fáil do gach seachtain a sholáthraíonn scoil speisialta an Clár Samhraidh.

(ii) Iompar

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

D'fhéadfadh seirbhísí Scéim Iompair SEN a bheith ar fáil do dhaltaí 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 fhreastalaíonn 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 Iompar 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 roimh 2ú Bealtaine 2023. SENtransport@education.gov.ie.

Ba chóir go leanfadh tionlaca a bhfuil orthu cúnamh a thabhairt ar Sheirbhísí Iompair Scoile RSO atá leagtha amach thuas a íoc ar an ngnáthbhealach. Ní mhaoineofar ach seirbhísí a fuair cead ón Roinn do thionlacan a rith na scoilbhliana.

- **Iompar Scoile Príomhshrutha**

Is tábhachtach a thabhairt faoi deara nach mbeidh Scéim Iompair bhunscoile na Roinne ag feidhmiú i rith thréimhse na gclár samhraidh in 2023. I gcás go n-aithnítear go bhfuil bac roimh dhaltaí áirithe freastal ar an gclár mar gheall ar fhadhbanna i dtaca le hiompar chuig an gclár samhraidh 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 bhunscoileanna 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 tacsaí.
- 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 bhunscoile faoi láthair agus cuireadh faoi bhráid summerschemeclaim@education.gov.ie í nuair a bheidh an clár críochnaithe. Cuirfear tús le híocaíochtaí i mí Dheireadh Fomhair 2023 le scoil a chuir an t-eolas riachtanach ar fáil.

5. Faisnéis Foirne

(i) Ról Eagraí

- Príomhról ceannaireachta chun clár samhraidh na scoileanna a fhorbairt agus a sheachadadh
- Foireann a earcú
- Áirítear obair ullmhúcháin ó Feabhra 2023 go dtí tús
- Is féidir le múinteoirí ról a ghlacadh
- Oibríonn sé go dlúth le bainisteoir an chlár
- Beidh íocaíocht chomhlán de íocaíocht chomhlán de €2,000 ag gabháil leis an ról do scoileann rannpháirteacha amháin (€3,000 do scoileanna speisialta)

(ii) Ról an Bhainisteora Clár Samhraidh

- Ról an Mhaoirseora ar dtús
- Caithfidh gach scoil Bainisteoir a cheapadh
- Ní féidir leo páirt a ghlacadh i ról muinteoireachta
- Ní mór a bheith I láthair ar feadh ré iomlán an chláir
- Is féidir ról a roinnt idir níos mó ná múinteoir buan amháin
- Íocfar bainisteoirí, múinteoirí agus CRS a oibríonn ar an gclár as on abair seo bunaithe ar an méid a íoctar de gnáth leo i rith na scoilbhliana, i.e. a ráta pearsanta.
- Nuair a ghlacann múinteoir páirt sa chlár I ról an CRS gheobhaidh sé/sí ráta pá an CRS
- Íocfar luach saothair breise lemúinteoirí ar conradh agus le CRS bunaithe ar an méid a íoctar de ghnáth leo I rith na scoilbhliana i.e. a ráta pearsanta. Íocfar ráta pá in aghaidh an lae/uair an chloig le gach duine eile.

(iii) Cáilitheacht múinteoirí/CRS

Tá sonraí iomlána maidir le róil fóirne agus in cháilitheacht le fáil anseo

(iv) Próiseas Íocaíochta

Don chlár 2023, 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 róil Fhormheasta Sonraí agus Iontrála Sonraí a athcheapadh laistigh den scoil chun críocha chlár an tsamhraidh.

Tá an Bainisteoir Clár Samhraidh freagrach as a chinntiú go gcuirtear tuairisceáin chuí isteach chuig an Roinn ar nó roimh sprochdhátaí foilsithe chun a chinntiú go n-íoctar an fhoireann in am. Ní mór dóibh a chinntiú go n-eisítear sonraí maidir leis an bpróiseas íocaíochta do gach ball foirna a bhfuil baint acu leis an gclár agus go gcuirtear ar fáil dóibh aoin doiciméadú treorach ábartha a sholáthraíonn an Roinn. Níor cheart do scoileanna a n-éilimh íocaíochta a chur isteach ach amháin nuair a bheidh 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

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.

Má bhíonn tuilleadh eolais uait, cuir r-phost chuig primary@fssu.ie
nó cuir glao ar (01) 910 4020
An tAonad um Sheirbhísí Tacaíochta Airgeadais
Aibreán 2023