

## 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**