

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 2021 and 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 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. Payments will commence in October 2023 to schools 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 Overseers 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.

**If you require any further information, please email primary@fssu.ie or
phone 01 9104 020**

April 2023