2020 Home-Based Summer Programme to Support Children with Special Educational or Care Needs
Information & FAQs for Parents and Tutors/SNAs
Introduction - Once you have read the guidance for a Home-Based Summer Programme to Support Children with Special Educational Needs there are a number of steps outlined

**BEFORE YOU START A HOME BASED PROGRAMME:**

**Step 1 Register Online**
- Read this [Information Note](#) to ensure your child’s eligibility
- Click here to [Register on Line](#)
- Download this [Grant Claim Form](#)

**Step 2 Consult with your child’s school to**
- Confirm your child’s eligibility, if you are unsure
- Confirm if the school intends to run a programme
- Get information on the supports that could be provided by a Tutor/ SNA for the summer programme
- Complete PART 2 of the Grant Claim Form

**Step 3 Secure the services of a registered teacher / SNA who meets the schemes qualification and child protection criteria**
- Complete PART 3 of the Grant Claim Form
- Ensure that the number of home based support hours are in line with what is permitted under the scheme. Excess hours provided will not be funded.
- Read this [Covid 19 Guidance](#)

**WHEN THE HOME BASED PROGRAMME HAS CONCLUDED:**

**Step 4**
- Complete PART 4 of the Grant Claim Form
- Return the fully completed to the Department

More detailed information on each of the steps is provided below as well as an FAQ for parents and tutors/sna’s

If you have any additional questions please contact the Department email @ [HomeBasedsummerprogram@education.gov.ie](mailto:HomeBasedsummerprogram@education.gov.ie)

Or phone [090) 648 4187](tel:0906484187) (10am to 5pm Monday to Friday)
Detailed information on each of the steps is provided below as well as an FAQ for parents and Tutors/SNA’s

**Step 1 Register Online**

Please read this [Information Note](#) to ensure your child’s eligibility.

Then [click here](#) to register your interest for the home based programme, providing some outline information on the extent of your participation.

You will require the following information to register online:

- Child’s Name, dob, PPSN,
- Parent name, address, PPSN
- School name, address, roll number
- Intended duration of participation (Max 10 hours per week - Minimum of 2 weeks maximum of 4 weeks)

Then [click here](#) to download the grant claim form.

You can then commence planning and organising the programme for your child by following the steps outlined below and completing the grant claim form as you go.

Please read the guidance on each step in full. Failure to do so may cause delay later on when the grant application is being processed.

Please note that payment cannot be made in respect of children who are not covered by the programmes criteria.
Step 2 Consult with your child’s school

- Confirm your child’s eligibility, if you are unsure
- Confirm if the school intends to run a programme
- Get information on the supports that could be provided by a Tutor/SNA for the summer programme
- Complete PART 2 of the Grant Claim Form

The home based summer programme is also open to children with down syndrome who are attending post primary school.

Eligibility

If you are unsure of your child’s eligibility your school will be able to confirm that your child is in the categories listed below and it does not have the capacity to include the child in the school-based programme.

The eligibility criteria for summer provision includes children in the following categories:

1. Pupils with a diagnosis of Autism
2. Pupils with severe and profound learning difficulties
3. Any child in a special school or a special class
4. Children transitioning into a special class from early years settings to primary school
5. Pupils in primary school mainstream classes who present with the following disabilities:
   - children with Down syndrome
   - children who are Deaf or most severe hard of hearing
   - children who are blind or have a most severe visual impairment
   - children who have a moderate general learning disability
   - children with severe emotional behavioural difficulties
Children with the listed disabilities entering primary school next September are also eligible for the programme.

The Government has also approved the inclusion of children with Down Syndrome who are attending post primary school in the home-based strand of the Programme.

Note: School refers to recognised schools only

Does the school intend to run a school based programme
Your school will be able to confirm that if it intends to run a programme and if it has capacity to include your child in the school-based programme.

IMPORTANT
If there is a place for your child in the school based programme, you cannot avail of the home based Programme

Get information from your school on the supports that could be provided by the Tutor/ SNA for the summer programme
This may include information on your child’s Learning Support File / care plans and any relevant information from the teaching team

Step 3 – Engage the services of a registered teacher/SNA who meets the schemes qualification and child protection criteria

- Complete PART 3 of the Grant Claim Form
- Ensure that the number of home based support hours are in line with what is permitted under the scheme. Excess hours provided will not be funded.
- Read this Covid 19 Guidance
Engaging a Tutor / SNA – Complete Part 3 of the Grant Claim Form

In order to participate in the home based scheme you must engage the services of

- a qualified teacher, registered and vetted with the teaching council of Ireland to provide tuition in your home. (The mandatory Teaching Council Number required on the form applies to teachers/tutors only.)

  OR

- an SNA who is appropriately qualified and has been vetted

In circumstances where you cannot source a teacher qualified in your child's sector the Department allows you to engage of a teacher who is registered with the Teaching Council of Ireland and who has a degree (minimum Level 7 on the National Framework of Qualifications) in a relevant area. The grant rate for these tutor will be the Modified Rate. (see below)

IMPORTANT

As home based provision takes place outside the usual school structure, parents should be mindful of additional risks or potential dangers involved in engaging tutors/sna’s in a private arrangement.

Parents should be particularly careful where tutors/SNAs are engaged who may not be familiar with some children’s highly complex medical or behavioural needs. Parents should satisfy themselves that tutors/sna’s are aware of your child’s needs in this regard.

Prior to commencing home based support

- You must ask the tutor/SNA to show you his/her vetting disclosure.

Parents/legal guardians are advised to request a newly issued vetting
disclosure in circumstances where they are engaging the services of a tutor/SNA for the first time.

- You must ensure that all tutors/SNAs engaged have a current Statutory Declaration, signed by the relevant authority i.e. Appendix 1 of the Grant Claim Form
- Both the parent and the tutor/SNA must complete the Form of Undertaking, i.e. Appendix 2 of the Grant Claim Form

Parents are also advised to consider whether a newly issued vetting disclosure is necessary if they have previously engaged the tutor/SNA.

The factors that the parent/legal guardian may wish to take into account in determining whether a newly issued vetting disclosure is required may include the following:

- The period of time since previous vetting was obtained.
- Whether there are any gaps in the person’s employment/career/educational history which have not been satisfactorily accounted for
- Whether comprehensive references have been made available in respect of previous employments

The above is not an exhaustive list of factors that parents/legal guardians may wish to take into consideration.

**Once you have engaged the tutor/SNA’s services** the guidance document Home Based Summer Provision 2020 Reconnecting with Education - Guidance for a Home-Based Summer Programme to Support Children with Special Educational or Care Needs (link here) provides additional guidance/assistance with carrying out the programme to address the tuition or care needs of your child.

**Ensure that the number of home based support hours are in line with what is permitted under the scheme. Excess hours provided will not be funded.**
**Allocation of hours**

The allocation of hours is 10 hours per week for 4 weeks per household with adjusted allocations for siblings. *(see sibling allocations below)*

Home based support must be provided on a **1:1 basis** (exceptions apply in the case of siblings, details of shared support for siblings is outlined below.)

Tutors/SNAs should provide a maximum of 10 hours per week to an eligible child. This should be provided for a minimum of 2 weeks and a maximum of 4 weeks.

Home based support must be provided between 9 am and 6 pm from Monday to Friday (excluding Bank Holidays). Support outside of these hours will not be funded.

It is open to Tutors/SNA’s to provide the programme to more than one child. However, in doing so they must allow time for travel to and from the child’s home and for rest breaks in between provision.

Home based support can take place over any of the four weeks commencing no earlier than Monday 29th June 2020 and finishing no later than Friday 21st August 2020.

**Allocation of hours for siblings**

Allocations for siblings are broadly reflective of the school grouping principle. This is where one teacher is allocated to a class of six pupils with complex needs in schools.

However to provide for the **differentiated needs of siblings with special needs** in the home, an increased shared allocation will be provided for siblings as set out below;
### Conditions for separate Allocations

Separate allocations of 10 hours per week will be provided to a child where that child is;

- Attending school at a different educational level to their sibling – (i.e. One child is primary and the other is post primary)
- One child is in a specialised setting (i.e. a special class or a special school)
- Or where one sibling is living in a separate home.

Ensure that the number of home based support hours are in line with what is permitted under the scheme. Excess hours provided will not be funded.

**If in doubt please contact the Department Grant Payment Rates**

### GRANT RATES

The grant rates per hour for all tuition provided is:

<table>
<thead>
<tr>
<th>Fully Qualified Primary Teacher</th>
<th>€ 38.33 per hour</th>
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<tbody>
<tr>
<td>Fully Qualified Post Primary Teacher</td>
<td>€ 46.04 per hour</td>
</tr>
<tr>
<td>Modified Rate</td>
<td>€ 34.28 per hour</td>
</tr>
</tbody>
</table>
• A Primary qualified tutor providing tuition to a primary school child is paid the fully qualified primary rate
• Post Primary qualified tutor providing tuition to a post primary school child is paid the fully qualified post primary rate
• Any other combination of tutor/child where tuition is provided in a different sector (e.g. primary child with a post primary qualified tutor) is made at the modified rate.
• In circumstances where you cannot source a teacher qualified in your child’s sector the Department allows you to engage of a teacher who is registered with the Teaching Council of Ireland and who has a degree (minimum Level 7 on the National Framework of Qualifications) in a relevant area. The grant rate for these tutor will also be the Modified Rate.

The rate of Grant Payment Rate for an SNA is:

<table>
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<tr>
<th>SNAs appointed pre 2011</th>
<th>€16.77 per hour</th>
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<tbody>
<tr>
<td>SNAs appointed post 2011</td>
<td>€15.50 per hour</td>
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Please note that the Grant Payment Rate covers tuition/care support only. It does not cover any other expenses which may be incurred by the tutor/SNA i.e. travel, subsistence, resources, materials etc. There is no additional grant aid available outside of that outlined above.

COVID-19 Guidance

The Department, in consultation with the Health Protection Surveillance Centre (HPSC), has now published COVID-19 Guidance to support parents, tutors and SNAs in putting measures in place that will prevent the spread of COVID-19 while participating in the home-based programme.

This COVID-19 Guidance is available on the Departments website: https://www.education.ie/en/Parents/Services/summerprovision/

This guidance aims to provide details of:

• General advice to prevent the spread of the virus
• Special Educational Needs
• Control measures
Please advise tutors/SNAs engaged by to deliver the home-based programme of the contents of this Guidance.

Step 4
WHEN THE HOME BASED PROGRAMME HAS CONCLUDED:

- Complete PART 4 of the Grant Claim Form
- The fully completed form should then be submitted to the Department when home based support has concluded.

Complete PART 4 of the Grant Claim Form - you must keep a record of the provision by inserting the relevant date on the day each week in which support is provided.

Where children are supported together by the tutor/SNA in a shared allocation both children’s names can be written on the timetable.

Where there is only one child receiving support in a family or where the child has a separate allocation a timetable should be recorded in respect of each child.

Once the home based support has been concluded the parent and the tutor/SNA must sign off the TIMETABLE OF SUPPORT page and submit the entire Form when Tuition to the Department of Education & Skills at the address given at the bottom of the form.

All completed forms must be returned to the Department no later than 28th August 2020 but where provision has concluded earlier they should be submitted earlier.
FAQs for Parents, Tutors and SNAs

When should I submit my Forms?
There is no pre-approval or sanction letter required from the Department of Education and Skills.
Once you have completed steps 1 to 4 outlined in this document and the home based support has been concluded you can submit the full Grant Claim Form to the Department.
All completed forms should be returned no later than 28th August 2020.

How do I find a tutor/SNA?
There are a few websites which may be of help to you if you are trying to source a suitable tutor or SNA including those listed here https://ncse.ie/wp-content/uploads/2020/06/Summer_Provision_2020.pdf.
You may also wish to check with service providers and advocacy groups like AsIAm, Inclusion Ireland or Down Syndrome Ireland to see if they can support or advise you or help make connections to services.
In circumstances where you cannot source a teacher qualified in your child's sector the Department allows you to engage of a teacher who is registered with the Teaching Council of Ireland and who has a degree (minimum Level 7 on the National Framework of Qualifications) in a relevant area. The grant rate for these tutor will be the Modified Rate.

I want to work as a tutor/SNA, how do I register my interest?
The Department does not keep lists of tutors/sna’s available to provide home based support under Summer Provision.
To assist in obtaining work in this regard tutors/sna’s should contact schools in the area and advise of your interest in providing support under this scheme. Parents of eligible children regularly contact schools in the
first instance. In addition, tutors/sna’s could advertise their availability on education provider websites or place advertisements in local newspapers or on shop notice boards or community notice boards.


Can Special Needs Assistants (SNA) participate?  
An SNA that has been vetted can participate in the 2020 Summer Provision Scheme

I am an SNA/Teacher working in a school and my child qualifies for the scheme. Can I provide this support to him/her under the scheme?

The Department will not provide Grant Aid where parents provide support to their own children under the scheme.

How many hours will a child be allocated under the scheme?

The allocation of hours under the scheme is set out in Step 3.  

Tutors/SNAs providing support to siblings should pay particular attention to this section. Allocations for siblings are defined and are based on the school setting in which the child/ren were for the 2019/20 school year, i.e. in primary or post primary, and whether the child/ren were in mainstream or specialised settings i.e. in a special class or a special school. It is not based on what the children may have been allocated in July Provision Schemes of previous years.
Is it possible to establish a grouping arrangement for my child?

As in previous years grouping arrangements have been permitted subject to Terms and Conditions.
Any group provider interested in providing group home based support should contact the Department –
Please email: HomeBasedSummerProgram@education.gov.ie

My child’s school is providing 2 week’s tuition in July – can I also apply for the home based scheme?
No, movement between school and home programmes is not permitted.

My child is enrolled to start school in September 2020 in a special class or Special School - Is s/he eligible for the 2020 Summer Provision?
Yes, Children transitioning into a special class or Special School from early years settings are eligible. Where the school they are transitioning into is not running a school based programme they can avail of the Home Based programme.

My child is home schools/attends a private primary school - Is s/he eligible for the 2020 Summer Provision?
No, Only children enrolled in recognised school can avail of the Home Based programme.

Can I claim for home based support provided in excess of the weekly allocation?
The 10 hour per week allocation must be strictly adhered to and any home based support hours provided in excess of 10 hours per week will not be funded.

Can the home based support take place in the evening?
Home based support must be provided between 9am and 6pm, Monday to Friday only. Bank Holidays and week-ends are excluded. Home based
support delivered outside of these hours will not be funded by the Department of Education & Skills.

Can I transfer hours to a subsequent week?
No. Unused hours from any given week cannot transfer to a subsequent week. 10 hours per week is the maximum number of hours which can be provided.

What if I’m on holidays in July, can the home based support take place in August?
10 hrs home based support per week can take place over any 4 weeks commencing no earlier than 29/6/2020 and concluding no later than 21/08/2020.

Can I have more than 1 qualified tutor/SNA for my child?
Subject to the maximum hours permitted under the scheme it is in order to have more than 1 qualified tutor/SNA per child. You will need to have tutor/SNA forms completed in respect of each tutor/SNA. All tutors must be registered and vetted by the Teaching Council of Ireland in advance of any tuition being provided. All SNAs must be vetted in advance of support being provided in the home.

My child is in post primary education – when can he do the programme
A child in post primary school with a diagnosis of autism and/or a severe to profound general learning disability can avail of the home based scheme between 29/6/2020 and 21/08/2020

Can I claim for home based support provided in excess of the weekly allocation?
The 10 hour per week allocation must be strictly adhered to and any home based support hours provided in excess of 10 hours per week will not be funded.
I am a graduate teacher can I provide summer provision?

Graduate Teachers may provide tuition on the summer provision scheme where the following conditions are fulfilled:

1. You have received your final results from your HEI confirming you are eligible for registration with the Teaching Council
2. Garda vetting has been completed as part of your application for registration with the Teaching Council.
3. Your Registration with the Council will be finalised prior to 9th October 2020

This document is designed to provide Information and FAQs to Parents, Tutors and SNAs on the home-based summer education programme which supports children with SEN prior to their return to school.

If you have any additional questions please contact the Department by email or phone

email @ HomeBasedsummerprogram@education.gov.ie
Or phone (090) 648 4187 (10am to 5pm Monday to Friday)