



An Roinn Oideachais  
Department of Education

# 2024 Summer Programme 'Building Confidence and Connections'

## Special Schools

Overview – Terms and Conditions

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# Background

## Summer Programme 2024

This year's Summer Programme is building upon the 2021, 2022 and 2023 initiatives. The main priority for the 2024 Summer Programme is to ensure children and young people with the most complex needs should have access to a school-based programme. This year's programme is designed and developed to ensure supports are targeted to assist children and young people with complex special educational needs.

In 2022, following significant interaction with stakeholders, including the schools themselves, parents and advocacy groups, it is recognised that the school-based programme available to children in special schools needs to be tailored further, in order to increase the number of schools offering the programme and the number of children participating.

A pilot programme has now been developed for all special schools. The main priority in 2024 is that those children with the most complex needs, especially in special schools, should have access to a school-based summer programme. This pilot programme is designed to ensure supports are targeted:

- o to enhance the availability of school based programmes in special schools
- o to coordinate and support children's access to such a programme
- o to assist with the identification of staffing needs and resources
- o to reduce the administrative burden associated with leading and managing a school-based programme

The programme aims to support children and young peoples' wellbeing through building their confidence and enhancing their sense of connection with their school and their peers. It also strives to support children and young people who are at key transition stages in their education to progress to their planned educational placement in September.

The Department of Education encourages all recognised schools to run the initiative during the school summer holidays at a time that is suitable for staff and children and young people. The Department of Education is seeking the involvement of all special schools in the provision of the 2024 Summer Programme.

During the course of the 2023 summer period, the Department's Inspectorate conducted a series of inspector visits to summer programmes. In October and November 2023, inspectors revisited a sample of the primary, post-primary and special schools that were inspected during the summer. These follow-up meetings sought to gather perspectives on how participation on the programme supported the children and young people when they returned to school and how the programme might be improved.

A composite report from the inspection findings and follow-up visit has been published and is available [here](#). Among the main findings of the report are:

- o the well-being of the participants was enhanced through the summer programme
- o the involvement of children and young people in programme planning led to ownership of learning
- o the summer programme supported children and young people through increasing their self-confidence and broadening their friendships.
- o taking part in the Summer Programme supported children when they returned to school.

During meetings with inspectors at the follow-up visits, many teachers spoke of how their participation in the summer programme supported their own professional practice. The summer programme provided teachers with the opportunity to get to know children in different contexts, and consequently, they reported that they now had a better understanding of the needs of the children and were better able to support them.

Importantly also, a significant number of parents, particularly parents of children with complex special educational needs, told inspectors how much the summer programme supported them and their wider families. The supports included the fact that their child could now participate in an activity outside of the home, which for some, hadn't happened before.

To view the findings from inspections and follow-up visits carried out in 2023, please go to the following link: [gov - Inspectorate publications: Evaluation reports and guidelines \(www.gov.ie\)](https://www.gov.ie/publications-and-resources/publication/gov-inspectorate-publications-evaluation-reports-and-guidelines)

*Note:* school refers only to a school as recognised under Section 10 (3) of the Education Act 1998.

## Theme for Summer Programme 2024

The theme for this year's programme continues to be 'Building Confidence and Connections'. It is widely acknowledged that experiences with peers constitute an important developmental context for children and adolescents. Peer relationships provide a unique context in which children learn a range of critical social emotional skills, such as empathy, cooperation, and problem-solving strategies. Peers, or a group of young people who have similar interests, age or background serve as an important source of information, feedback and support to individuals as they develop a sense of self.

The Summer Programme is intended to be an enjoyable experience for both children and young people and staff. The range of activities should reflect this year's theme and include opportunities for pupil-centred, play-based engagement.

Each school's Summer Programme Organiser will be required to attend online training which will be facilitated through an Education Centre. In addition, further opportunities for collaboration and sharing of experience will be facilitated for Organisers.

Supports, guidance and training material will be provided to schools and staff to help develop and deliver this year's programme.

## Special School Pilot Programme

Following the successful implementation of the pilot scheme for special schools in 2023, the Department is committed to continuing this pilot in 2024.

The **Special School Pilot Programme** recognises the complexities of organising a summer programme in special school environments. This programme developed for special schools has been designed to ensure supports are targeted to enhance the availability of a school-based programme for children and young people in special schools. These targeted measures include a higher level of capitation, faster pay times for staff working on the programme and systems to reduce the administrative burden associated with leading and managing a school-based programme.

One such measure in place for Special Schools in 2023 was the provision of additional grant funding of €2,000 for each week that a special school provides the Summer Programme. This additional funding can be utilised to provide vital services such as nursing supports etc. Further details can be found in [section 6](#) of this document.

This year's programme maintains the **Organiser** role, which has replaced the preparation hours in previous years, to help support schools in their planning and participation in the Summer Programme. Also, the **Summer Programme Manager** role and the functions for this role remains largely the same from previous years. Full details of both roles are prescribed later in this document.

The **National Summer Programme Coordinator** will continue again in 2024 and their purpose is to liaise with special schools, the Department and Education Centres to facilitate the organisation of programmes in special schools. This will include identifying staffing resources, supporting potential clustering arrangements, offering advice on administration and training needs and supporting schools in identifying available places for children, where necessary.

For this pilot programme, following feedback from a wide range of stakeholders, the reduced **length of the day** remains for special schools in 2024. The full school day for the Special School Pilot Programme will be 10am – 2pm. The same daily rate will be paid to staff taking part. This again recognises the challenges associated with running the programme in a special school, including break time routines and transport concerns.

Full details on all resources and measures for the programme are outlined in the sections below.

## Measures to facilitate schools to offer the programme.

A broad suite of supports has been put in place to encourage and facilitate special schools to offer the programme. These measures are designed to provide flexibility and to assist management in relation to administrative tasks. The supports also include the earlier payment\* of school staff through ESINET and the provision of funding to schools to facilitate preparation, co-ordination and supervision of the programmes. Further details in relation to the ESINET payment process are available in Section 5 of this document.

While many principals may wish to continue with organising and running the programme in their schools, similar to previous years, the 2024 Summer Programme permits principals to delegate these functions to other members of staff. It is strongly encouraged that these roles are developed within the school to ease workloads.

The **Organiser** role was introduced in 2023 so that boards of management and school principals can assign responsibilities for programme planning and preparation at a much earlier stage in their school year. There is also a **Summer Programme Manager** role during the summer months when the programme is running in the school. Principals are encouraged to engage with staff members to take on these responsibilities to ease their own workload and to promote distributed leadership.

**The Organiser and Summer Programme Manager roles provide an exciting professional opportunity for teachers to develop their leadership skills and to gain management experience both at a whole-school and career development level. These roles will be outlined in more detail in [Section 3](#) of this document.**

With regard to staffing, newly qualified teachers and undergraduate student teachers who have registered with the Teaching Council under Route 5 are eligible to be employed on the Summer Programme. It is also open to schools to recruit appropriately-qualified staff for the role of SNA.

Another staffing resource available for special schools this year will be undergraduate students and other suitable workers, including early childcare workers who wish to work locally. A portal, developed by the IPPN on [www.educationposts.ie](http://www.educationposts.ie) will be available for students and other workers to register their interest in working on the Summer Programme. They will be able to submit preferences on location and availability. This portal proved very beneficial to Special Schools in 2023 when it came to sourcing additional staff for their Summer Programmes. It has also enabled undergraduate students to obtain work in Special Schools as well as further enhancing their skills and experience in their chosen field of study.

**\*NOTE:** In 2023, 95% of staff who participated on Special School scheme were paid via ESINET by the end of August. The Department will continue to endeavour to facilitate early payment for those that participate in this scheme in 2024.

# 1. Special School Scheme

## Pupil eligibility

The Special School Scheme is open to all children and young people attending special schools.

If the number of places available on this programme is less than the number of children and young people enrolled in a school, first priority should be given to children and young people with the most complex special educational needs.

Where a school is not running a Summer Programme or a place on a school-based or alternative programme is unavailable, children and young people with complex special educational needs will be able to apply for the Home-based programme.

## Duration of Scheme

The Special School Scheme should run for at least 2 weeks and for a maximum of 5 weeks during the school summer holidays. The weeks do not have to be consecutive; the scheme is flexible to allow schools choose weeks which best suit their needs and staff availability. The programme cannot run on weekends or on a Bank Holiday.

## Staffing Allocation

Staffing resources (teachers and SNAs) for the Special School Scheme should generally be the same as those provided for the participating children during the normal current school year, having regard to the prevailing Pupil Teacher Ratio and, subject to the full participation of the relevant children and young people. However, discretion will be given to schools to increase their number of Pupils to Teacher Ratio as they deem appropriate to suit the needs of the participants.

## Minimum pupil numbers required

Schools are asked to note that classes should be comprised of a minimum of four children and young people to participate in the Special School Scheme. However, the Department's approach is intended to be flexible so as to maximise the number of children and young people as well as schools participating. If schools have any queries in relation to minimum thresholds please contact [schoolsummerprogramme@education.gov.ie](mailto:schoolsummerprogramme@education.gov.ie).

## Summer Programme National Coordinator

For special schools, the Summer Programme National Coordinator will be available. This person will liaise with schools, the Department of Education and Education Centres to facilitate the organisation of programmes. This will include identifying staffing resources, supporting potential clustering arrangements, offering advice on administration and training needs and supporting schools in identifying available places for children, where necessary.

This role is being continued as part of the scheme to be a flexible support to special schools and to bring a focus on children with the most complex special educational needs to support their needs during the



summer period. The Department will support the National Coordinator and special schools to identify possible solutions for children and young people to have access to a Summer Programme, in their own special school in the first instance.

The National Coordinator will be available to special schools to discuss the Summer Programme. Further information regarding this support will be communicated directly to special schools.

## 2. Application process

### Online Registration Portal

Special schools that wish to participate in the 2024 Summer Programme must register on the Department's Online Registration Portal.

The portal will be available on [www.gov.ie/summerprogramme](http://www.gov.ie/summerprogramme) soon after the launch of the programme to allow schools to consider what scale of programme they can run. The opening date of the portal will be communicated to schools with the appropriate link.

Following registration, sanction emails will issue to schools that have registered outlining the resources that have been sanctioned.

### Resource Allocation Appeals

If a school has a query or wish to appeal for additional staffing including SNA support, their Organiser should contact [schoolsummerprogramme@education.gov.ie](mailto:schoolsummerprogramme@education.gov.ie) setting out the basis of the appeal prior to the commencement of their programme.

Closing date for appeals will be communicated to schools when the registration portal opens.

### 3. Staffing resources

The roles of the **Organiser** and **Manager** are not restricted to the school principal. It is encouraged that these roles are developed within the school to ease workloads.

**These roles create new development and leadership opportunities for school staff and growth in distributed leadership within schools.**

#### Organiser Role

The Organiser Role will carry a gross payment of **€3,000** for participating special schools only, which can be claimed once their schools programme starts. The role of Organiser can be undertaken by any permanent or fixed term teacher, including the principal, in the participating school. 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. It is anticipated that the Organiser will undertake specific duties as outlined below.

It is envisaged that the bulk of the Organiser's work will include preparation work for the programme which will begin in March 2024 through to the commencement of the Summer Programme.

Hours associated with this role may be used for some or all of the following activities:

- Engage with the Summer Programme National Coordinator and provide information as required;
- Engage with associated Summer Programme training provided by the Department and/or other agencies;
- Familiarise teachers/SNAs with guidance materials and resources provided by the Department;
- Recruit staff to work on the summer programme, both internally and externally.
- Where schools are using external staff, establish procedures to facilitate the sharing of relevant pupil information, appropriate planning documentation and details of school policies and procedures to new staff or to staff who are unfamiliar with the children and young people.
- Work collaboratively with school personnel to identify the children and young people who should participate on the school-based programme and communicate with their parents/guardians.
- Develop the school's summer programme and activities in line with this year's theme.
- Develop a timetable for the Summer Programme.
- Where required, make arrangements for transport.
- Liaise with the school's Esinet Local Administrator to ensure they include external staff on the school's resource / staff list. This will need to be done before the Summer Programme Manager takes over.

Collaboration will be needed between the Organiser and the school's Summer Programme Manager prior to commencement of the Special School 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.

## Summer Programme Manager Role

The Summer Programme Manager role is a change in title from the Overseer Role in previous years.

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 the Summer Programme Organiser in the participating school. It is recommended that this appointment be considered in the context of the person with the most relevant special educational needs (SEN) experience.

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 in the school in any one day. Each Manager will only be paid for the days/weeks of the programme that they work in the role.

The Summer Programme Manager is not permitted to participate in the programme in a teaching role as they will be responsible for managing and leading the programme within the school.

The Manager(s) must be present for the full duration of the programme in order to deal with any issues that may arise.

The Summer Programme Manager role is not limited to, but will include the following duties:

- Acting as the point of contact for the Department and/or Education Centre and parents/guardians in relation to the Summer Programme.
- Acting as the point of contact for the Inspectorate in the event of school visit during the Summer Programme.
- Acting in a liaison role with other staff members working on the programme regarding any issues they might be experiencing.
- Establishing and ensuring that their programme operates within resources as sanctioned by the Department.
- Where applicable, dealing with any issues relating to transport services for participating children and young people.
- Ensuring appropriate returns to the Department in respect of teacher, SNA, Organiser and Manager remuneration on or before published deadline dates.
- Ensuring all staff involved with the payment process are issued with any relevant guidance documentation provided by the Department.
- Submitting claims to the Department or Education Centre for capitation/grant payments and any transport costs.
- Ensuring that any Summer Programme evaluation material is completed and returned to the Department, including online evaluation questionnaires.

## Role of the Teacher

Ideally, schools offering the summer programme will be assisted by the participation of teachers who are familiar with the needs of the children or young people attending. Where teachers have this familiarity it will be easier for them to establish learning priorities aligned to existing support plans and to prepare a programme of support designed to maintain connection to the school.

Where other teachers are employed, these teachers should seek access to the most recent support plan for the children and young people to help with establishing learning priorities.

**NOTE:** Teachers should maintain a record of content and skills taught during the Summer Programme and provide a summary of this to the school and the parents, as appropriate. **These records may be viewed by a member of the Inspectorate in a school visit during the Summer Programme (please refer to the document: Guidance on the 2024 Summer Programme for more information).**

## Role of the Special Needs Assistant (SNA)

Where possible, schools offering the Summer Programme should seek to secure the participation of SNAs who are familiar with the children and young people who will be attending. The roles and duties of the SNAs during the summer programme should continue to be in line with roles outlined in the school's SEN policy and reflect existing care plans for the children and young people. There should be a particular emphasis on attending to health and care needs and fostering independence.

SNAs must be at least 17 years of age to work on the Summer Programme.

## Recruitment of external staff

Schools can employ teachers and/or SNAs from outside of their school if the staff normally employed by the school are not available for any/all of the summer programme.

As in 2023, a portal on [www.educationposts.ie](http://www.educationposts.ie) will be available for teachers and SNAs to register their interest in working on a school based programme in a special school. Students and others, including early childcare workers, will also be able to register their interest in working on such programmes. They will be able to submit preferences on location and availability. The rate payable to students and others, including early childcare workers and carers, will be the SNA rate of pay. This portal will be available before noticeboards are opened for mainstream schools to ensure an initial focus on recruitment in special schools. In addition, there will be publicity in 3rd level institutions to help attract students to work on the programmes.

Schools are advised to establish procedures to facilitate the sharing of pupil information, relevant planning documentation and details of school policies and procedures to new teachers or to teachers who are unfamiliar with the children and young people. Further guidance will be provided to schools and their Organisers as part of supports for Summer Programme 2024.

The Teaching Council and Irish Primary Principals Network (IPPN) will promote the summer programme with this year's graduate teachers, Professional Masters of Education (PME) student teachers and undergraduate students registered under Route 5 to increase the supply of available teachers this summer. More information is available for each category of teacher in the relevant sections below.

**Schools must comply with standard recruitment and vetting procedures in the employment of all staff.**

## **Recruitment of graduate teachers**

Graduate teachers can work on the Summer Programme where they have commenced their registration process with the Teaching Council and where the following conditions are fulfilled:

1. They have received their final results from their HEI confirming they are eligible for registration with the Teaching Council.
2. Garda vetting has been completed as part of their application for registration with the Teaching Council.
3. Their registration with the Council will be finalised prior to 04 October 2024.

Teachers who are registered under Primary Route 1 can only be paid the primary qualified rate from the registration date as advised by the Teaching Council. Otherwise, the unqualified rate will apply.

## **Recruitment of PME student teachers**

A PME student teacher, registered with the Teaching Council under Route 3 - Further Education, can work on the summer programme.

PME student teachers currently in Year 1 of the programme, who have applied for registration with the Teaching Council under Further Education, can be engaged by special schools where the following conditions are fulfilled:

1. Garda vetting has been completed as part of their application for registration with the Teaching Council.
2. Their registration with the Council under Further Education will be finalised prior to 04 October 2024.

PME student 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.

## **Recruitment of undergraduate student teachers**

A student teacher registered with the Teaching Council under Route 5 can be engaged by special schools.

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

Graduate teachers, PME student teachers and Route 5 undergraduate student teachers will be paid in the same manner as substitute staff.

## Recruitment of undergraduate students – non-teaching

***Undergraduate students in relevant disciplines can be recruited into the role of SNA. This would include but is not limited to therapy, nursing, social care and physical education.***

Students will be able to register their interest in working on such programmes. They will be able to submit preferences on location and availability. The rate payable to students will be the SNA rate of pay. This portal will be available before noticeboards are opened for mainstream schools to ensure an initial focus on recruitment in special schools. In addition, there will be publicity in 3rd level institutions to help attract students to work on the programmes.

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## NEW FOR 2024 – Special School Student Teacher Placements

A new initiative known as the **Special School Student Teacher Placement** is being introduced in relation to the 2024 Summer Programme. As part of this initiative, graduate teachers and PME student teachers who are in their final year can work as a student teacher in a Special School and on the Summer Programme. Schools will be able to recruit up to two student teachers from the 3rd week in May 2024 (or on completion of exams) until the end of the school based summer programme. This will allow student teachers to gain valuable relevant experience in a special education setting and will assist special schools during a very busy period in their school year. It will also assist with familiarisation and preparation leading into a summer programme.

During the months of May and June, whilst the employment would be at the discretion of the Principal, the student teacher would primarily be deployed to provide substitute cover for any staff absences. In July, the student teacher must work on the school's Summer Programme. They would be subject to the same conditions outlined in the sections *Recruitment of graduate teachers/PME student teachers* as follows:

### Graduate Teachers

Where the registration process with the Teaching Council has commenced, the graduate teacher must:

1. Have received their final results from their HEI confirming they are eligible for registration with the Teaching Council.
2. Have their Garda vetting completed as part of their application for registration with the Teaching Council.
3. Have their registration with the Council finalised prior to 04 October 2024.

Teachers who are registered under Primary Route 1 can only be paid the primary qualified rate from the registration date as advised by the Teaching Council. Otherwise, the unqualified rate will apply.

### PME Student Teachers

Applies to student teachers, who have registered with the Teaching Council under Route 3 - Further Education, who can work on the summer programme.

PME student teachers currently in Year 1 of the programme, who have applied for registration with the Teaching Council under Further Education, can be engaged by special schools if:

1. Garda vetting has been completed as part of their application for registration with the Teaching Council.
2. Their registration with the Council under Further Education will be finalised prior to 04 October 2024.

PME student teachers who are registered with the Teaching Council under the Further Education route will be paid at the unqualified rate for the duration of the internship.



## 4. Staff information

### Payment rates

Managers, teachers and SNAs who work on the programme will be paid for this work based on the rates 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.

### Substitute rates of pay

Contracted teachers and SNAs will be remunerated for their work based on the rates they are normally paid during the school year i.e. their personal rate. All others will be paid a daily/hourly rate of pay.

### Eligibility of teachers/SNAs on approved leave

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 a 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.

### Retired teachers

Teachers who have retired on medical grounds or Strands 1 and 2 of the Early Retirement Scheme cannot participate in the summer programme.

Teachers retired under Strand 3 of the Early Retirement Scheme may participate in the summer programme. Please note they are subject to the restrictions of the pension scheme governing their retirement.

## 5. Payment process

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 Department will endeavour to reduce payment times 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 through the Esinet portal.

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.

**NOTE:** In 2023, 95% of staff who participated on Special School scheme were paid via ESINET by the end of August. The Department will continue to endeavour to facilitate early payment for those that participate in this scheme in 2024.

## 6. Additional supports

### Summer Programme Student Grant Payment

A non-pay enhanced grant for special schools of €60 per pupil per week will be paid to all schools participating in the Special School Programme.

The grant payments can only be processed **once the school has completed the Pupil Number Returns** on the Esinet portal. Schools will be provided with full guidance on how to make this return.

### Special School Grant Payment

The complexities of organising a summer programme in special school environments have been recognised as part of enhanced measures to support schools for this year's Summer Programme.

In order to mitigate against the unique circumstances that arise in a special school during the summer months (e.g. to facilitate vital services such as nursing supports), additional grant funding of €2,000 will be provided for each week that a special school provides the Summer Programme.

This grant funding will be paid to each special school that takes part in the summer programme and will form part of their school's payment claim on the Esinet portal after the programme has concluded in their school.

Payments for both grant payments will commence in October 2024 for schools that have made this return.

### Transport

**NOTE:** School Transport Application Forms should be submitted **as soon as possible** in order that confirmation can be provided by the Department's School Transport Section to the school in a timely manner.

School transport services for the Summer Programme 2024 may be available to children and young people who normally avail of transport under *School Transport Scheme for Children with Special Educational Needs* during the school year.

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, where they require SEN transport services to continue, the **Summer Programme Organiser** must carry out the following:

- On registering for the Summer Programme, schools will receive a link to a School Transport Application form in their confirmation email.
- Complete the form fully for all children and young people who are currently on SEN transport (children and young people who avail of a Special Transport Grant do not need to be listed).
- Return the completed form to the Department's School Transport Section via email to [SENtransport@education.gov.ie](mailto:SENtransport@education.gov.ie) **as soon as possible**
- Any queries can be sent to [SENtransport@education.gov.ie](mailto:SENtransport@education.gov.ie)

All School Transport Application Forms must be submitted by the school before **03 May 2024** in order for transport to be in place for the Summer Programme 2024.

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.

## 7. Further information

### Child Protection

The child protection procedures for schools provide that boards of management must designate a senior full-time member of the registered teaching staff of the school as the designated liaison person (DLP) for the school. It is expected that the DLP will normally be the principal.

It is also the responsibility of the board of management to designate another member of the full time registered teaching staff of the school (to be known as the deputy DLP) to assume the responsibilities of the DLP, in the absence of the DLP. It is expected that, where possible, the deputy DLP will normally be a deputy principal of the school.

In order to ensure that duties arising under the various obligations of the school under Child Protection are met, it is important that there is no delay in reporting any child protection concerns that may arise.

In the event that the Supervisor is someone other than the Designated Liaison Person (DLP)/Deputy Designated Liaison Person (Deputy DLP), the DLP/Deputy DLP should be contacted immediately to deal with any child protection concerns that may arise.

If the DLP/Deputy DLP are not available to be contacted during this period the Board of Management/ETB should make arrangements to designate the Summer Programme Manager to take up the role on a temporary basis. This decision needs to be taken by the board of management and clearly documented in the board's minutes. The names of the acting DLP/DDLP need to be displayed prominently at the entrance/exit to the area of the school where the summer programme is taking place. Appropriate training for the acting DLP/DDLP needs to be undertaken for their roles prior to the commencement of the summer programme

It is important that there is absolute clarity in relation to the arrangements being used and that all staff including the DLP and Deputy DLP are aware of the limited and exceptional circumstances in which they are to be activated.

Procedures need to be in place to ensure that the anti-bullying policy and procedures are implemented/adhered to during the summer programme and that the principal of the school and the board of management are informed of any concern/incidents of bullying

### Irish language

It is important that Irish is the sole language of communication in the Irish-medium programmes.

### Public Health Guidelines

Schools are required to operate summer programmes in accordance with any current public health advice and guidelines. The most up to date information is published on the HSE website at:

<https://www2.hse.ie/conditions/covid19/>

## Length of school day

It is recommended that activities for this scheme will be from 10am to 2pm, or alternate hours which best fits the school's need.

- The starting time for a scheme is to be no later than 10 am.
- Four hours of activities must be provided each day.

## EPV days

Principals and permanent qualified teachers engaged in delivering the summer programme are entitled to one day extra personal vacation (EPV) for each week worked (to a maximum of 4 days). Principals or teachers are not permitted to exceed an overall maximum of 5 (EPV) days in the school year.

## 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; times and dates of availability will be published on <https://www.gov.ie/Summerprogramme>

NCSE provide resources to support the school-based summer programme. The resources support tutors to provide engaging learning experiences for children and young people that focus on consolidating relationships with their schools, supporting physical, social and emotional well-being, developing resilience, building their confidence as learners and developing skills and routines to support successful transition into the next stage of their schooling. The resources will become available at this link, following an information training webinar for teachers: <https://ncse.ie/summer-programme>. Details of the information training webinars for teachers will be announced by the National Co-ordinator of the Summer Programme.