**Scoil Charthaigh Naofa,**

**Rahan,**

**Tullamore,**

**Co. Offaly**

**08/02/21**

**Re: supplementary programme of in-person support**

Dear parent

This supplementary programme of in-person support is intended to enhance the  remote learning experience for pupils with complex needs during the school  closure period through provision of **an additional 5 hours per week of home  based in-person tuition or care support**.

**These hours supplement existing school provision provided remotely, therefore  they cannot be delivered during the school day. They can however be delivered  outside of the normal school day and/or at weekends.**

Parents must  engage a teacher or an SNA directly.

Teachers and SNAs will be paid for this additional work through the Department’s  payroll system upon receipt of the completed claim form from parents.

Eligibility

The following categories of students are eligible:

∙ All pupils enrolled in special schools and special classes ( e.g.Mochuda)at primary level ∙ Pupils in mainstream classes in primary schools who are accessing the  highest level of the continuum of support (i.e. School Support Plus/for a  Few). This will include pupils with Autism, Down syndrome, sensory  impairments, and other disabilities who were eligible for the summer  programme of 2020.

∙ Pupils identified by their primary school as requiring the highest level of  support at any given time. This will ensure that pupils presenting with  exceptional needs due to the current school closure period can  participate in the scheme.

Allocation of hours/staffing

An allocation of a 5-hours per week home-based tuition or care support programme will be made available to eligible pupils. This allocation is intended to  supplement but not replace the remote teaching provided by the pupil’s school.

**The four-week programme (20 hours) can commence from 11 February and can  be used by families at any time up until the end of April.**

Home-based support **must be provided on a 1:1 basis.**

The Department reiterates the need for compliance with all public health and  safety measures for in-home provision.

Banking of unused hours for delivery during the Easter Break

**To give parents every chance to participate in the scheme, the Department will  allow parents to arrange for the delivery of any of the unused balance of the 20  hours of support during the Easter break.**

**All hours must be used by Friday 30 April and completed claim forms must be  submitted to the Department by the close of business on Friday 14 May.** No claim  forms will be accepted after this date.

Role of the Parent

**Step 1 – Eligibility/Sourcing a Teacher/SNA**

Schools will contact parents of eligible children and provide them with. The Grant  Claim Form, with part 1 completed by principal, can be collected from the school (the week of Feb 22nd ) by mainstream pupils and will be sent home in school bags of Mochuda pupils.

Parent will then be required to identify and  secure the services of a qualified and vetted teacher or SNA. A teacher on the register of the Teaching Council is both qualified and vetted. We have attempted to secure volunteers to provide tuition, but unfortunately do not have any names at present of teachers or SNA’s. **Parents can advertise for a tutor/ SNA or locate one using the links below.**

Similar to the summer programme, the NCSE also provides information on how to  source a teacher or SNA where parents cannot source one through their schools.  https://ncse.ie/wp-content/uploads/2021/02/Supplementary-Programme 2021.pdf

Support can also be accessed through the Irish Primary Principals Network (IPPN)  at the link: https://www.educationposts.ie/notice/supprog

**Step 2 – Engagement and Child Protection Procedures**

The decision to engage a teacher or SNA and the hours of delivery will be a matter  for agreement between the parents and the teacher or SNA. **Insurance cover for  the in-home provision is a matter for the parent.**

It is a condition of the scheme that before support commences parents and  teachers or SNAs complete section of the application form that confirms the  relevant qualification and child protection requirements.

**Step 3 – Submitting claim form for payment**

The Timetable of Teaching/Care Support should be completed as provision  occurs. When delivery of the programme of tuition or care is complete, parents  and the teacher or SNA must complete the Declaration in Section 3 of the form  and return it to the Department so that direct payment to the teacher or SNA can  be processed.

The Department is finalising the logistical arrangements to support this  supplementary programme. Payments will issue to teacher/ SNA providing the tuition as soon as possible once the  programme has been completed.

**Please note, a parent cannot provide tuition for the in person Supplementary Programme.**

Should you have further queries/ questions regarding any of the above information, please do not hesitate to contact me on [rahannationalschool@gmail.com](mailto:rahannationalschool@gmail.com) / 0866686478

Kind Regards

Mary Cleary

1. Principal

Scoil Charthaigh Naofa