

In-person Supplementary Programme

to

Support the Education or Care Needs of Pupils with

Complex Needs during this period of school closure

Privacy Statement

The Department of Education, as far as is practicable and having regard to the resources available, provides for education and training for people resident in the State at a level appropriate to meet the needs and abilities of those people. The main purpose for which the Department requires the personal data provided by you is to determine eligibility and process payment for the In-Person Supplementary Programme. The personal data provided may be shared with the National Council for Special Education (NCSE), the Department of Education (including the National Educational Psychological service, NEPS) and Revenue Commissioners for the purposes of determining eligibility for the In-person Supplementary Programme, in processing payments and for statistical purposes. Full details of the Department's Data Protection policy setting out how we will use your personal data or that of your child, as well as information regarding your rights as a data subject, are available at https://www.education.ie/en/The-Department/Data-Protection/gdpr/gdpr.html. Details of this policy are also available in hard copy upon request from the Department.

PART 1 Section to be completed by School Principal

Confirmation by school Principal of child's eligibility and the school's intention to provide relevant information to the Teacher/ SNA who will provide support under the programme

ELIGIBILITY The following children are eligible to avail of the scheme • All pupils enrolled in special schools and special classes in primary school. • 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 identified 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 currer school closures can participate in the scheme. can confirm that this child is eligible because s/he can confirm that relevant information from support plans/care plans has been passed on to eacher/SNA' YES □NO □ School telephone number School Email address Principal's signature Date	Child's name	
Special School ELIGIBILITY The following children are eligible to avail of the scheme • All pupils enrolled in special schools and special classes in primary school. • 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 identified 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 currer school closures can participate in the scheme. can confirm that this child is eligible because s/he can confirm that relevant information from support plans/care plans has been passed on to the eacher/SNA` YES □ NO □ School telephone number School Email address	Name of school	
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School telephone number School Email address Principal's signature Date	can confirm that this child is eligible beca	use s/he
Principal's signature Date		n support plans/care plans has been passed on to
	School telephone number	School Email address
SCHOOL STAMP	Principal's signature	Date
	SCHOOL STAMP	

PART 2

Section to be completed by parent and teacher/SNA before tuition/care support commences

Parent details Forename Surname P P S N Address: EIRCODE Phone no.

Child details

Email address

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()	ı 🖯	117	111	\leftarrow

Surname

Р	Р	S	N										
D	0	В				D	D	M	M	Y	Y	Y	Y
G	Е	N	D	Е	R		Ma	le		Fer	nale)	
Sch	School Roll Number												

School Name

Teacher/SNA Details – to be completed by teacher/SNA to confirm they meet the scheme's qualification and child protection criteria

Teacher/SNA Details -	Are	you	а	7	Геас	her		;	SNA					
Forename														
Surname	Р	P	S	N										
	P		3	IN							Gen	der	M	F
*Teaching Council											O 0			
Number (*Teacher only – Mandatory)														
Address:														
D.O.B.	D	D	M	M	Y	Y	Y	Υ						
Phone no.		1	1	1	EI	RCC	DE							
Email address														
Appendix 1 is completed (Prior to commencement of s			statı	utory	Dec	lara	tion	for 2	2021	YES	S 🗆		NO 🗆	I
Appendix 2 is completed (Prior to commencement of s			form	າ of ເ	ınde	rtaki	ng			YES	S 🗆		NO 🗆	
If you are retired, are you of payment of a public se			•		eipt					YES	S 🗆		NO 🗆	I
I have read and understa Programme Information	and t	he I	n-Pe	erson	Sup	pler	nent	ary		YES	S 🗆		NO 🗆	I
Teacher/SNA signature	•									Da	te:			
Print Name:		2 1												

Teachers who are not Irish, EU, EEA, or Swiss citizens must have prior permission to work in this state before they may provide tuition under this Programme. It is a requirement of the scheme that teachers have to notify the Teaching Council of Ireland to make their details available on the Teaching Council website in order for this Department to verify that teachers have current registration. This is done by sending notification to the Council. Further information is available on www.teachingcouncil.ie

TIMETABLE OF IN-PERSON SUPPORT PROVISION

EXACT DATES AND TIMES OF SUPPORT MUST BE ENTERED for funding purposes							
PLEASE COMPLETE IN BLOCK CAPITALS							
Teacher/SNA Name:	PPSN						
Student Name:	_D.O.B: / / PPSN						

Timetable of tuition/care support provided for the above named student

WEEK 1	Monday	Tuesday	Wednesday	Thursday	Friday	Total Hours
DATE Required Field						
Start time						
Finish time						
Week 2	Monday	Tuesday	Wednesday	Thursday	Friday	Total Hours
DATE Required Field						
Start time						
Finish time						
Week 3	Monday	Tuesday	Wednesday	Thursday	Friday	Total Hours
DATE Required Field						
Start time						
Finish time						
Week 4	Monday	Tuesday	Wednesday	Thursday	Friday	Total Hours
DATE Required Field						
Start time						
Finish time						

Declaration by both Parent/Legal guardian and Teacher/SNA

We have reviewed the information provided in this claim form and confirm that it is true and correct and understand that revised forms will not be accepted.

We understand that we are in full compliance with all the terms and conditions of the scheme and understand that payment will not issue in respect of tuition provided outside of those terms and conditions.

Signed:	Signed	
Parent/Legal Guardian	Teacher/SNA	

This form must be completed and all parts returned together after tuition/care support has been provided. All completed forms must be received by Friday 14 May 2021. No forms will be accepted after that date.

RETURN TO: Department of Education, Special Education Section, Cornamaddy, Athlone, Co. Westmeath N37 X659

Any queries should be emailed to <u>supplementaryprogramme@education.gov.ie</u> quoting the child's name, teacher/SNA's name and PPSN.

Payment is lodged to teacher/SNA bank account

It is the responsibility of teachers/SNAs to ensure that the bank details held by the Department of Education for payment under this programme are current. Where bank details require to be set up/amended each teacher/SNA should complete the **Change of Bank Account Details** form which is available on the payroll section of the Department's website and submit it with this Grant Claim Form.

<u>Appendix 1</u> – Statutory Declaration – Must be completed by all teacher/SNAs in advance of tuition or care support commencing

In order to comply with child protection guidelines the following child protection-related Statutory Declaration must be provided by all persons being appointed as home teacher/SNA. A Statutory Declaration is regarded as valid if made in the same or previous calendar year. This form must be witnessed by a Practising Solicitor/Commissioners for Oaths/Notary Public/Peace Commissioner

Statutory Declaration

Declared before me

oaths][peace commissioner] [practising solicitor]by

This statutory declaration must be tuition/support.	pe completed prior to a person being appointed to deliver home
"[of,
in the county of	aged eighteen years and upwards do SOLEMNLY AND
SINCERELY DECLARE as follo	
to my conduct, character or pers	e and belief there is nothing, from a child protection perspective, in relation sonal background of any nature that would adversely affect the position of in relation to children or vulnerable adults by virtue of my appointment to
have been nominated to deliver any conviction regarded as sper Act 2016, but that, in accordance conviction in respect of offences	r in the future, required to disclose to the parents of the child by whom I home support under the In Person Supplementary Programme, details of it under the Criminal Justice (Spent Convictions and Certain Disclosures) with section 10 of that Act, this does not however apply in the case of an aspecified in Part 1 or 2 of Schedule 1 of that Act or those specified in Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.
Within a child protection context	:
	rocable consent to the parents of the child by whom I have been nominated to the making of such enquiries as they deem necessary in respect of my e support.
support to reject my appl the parent/guardian of th	firm the entitlement of the parent/guardian of the child I am delivering home ication or terminate my delivery of the support if I have omitted to furnish e child to whom I am delivering home support with any information relevar position as a home support provider.
to deliver home support t	se or misleading information submitted by me in relation to my application tuition for the child in question will render me liable to automatic me liable to automatic termination of my role as a home support provider.
And I make this solemn declarat Statutory Declarations Act 1938.	ion conscientiously believing the same to be true and by virtue of the
Signed:	Date:
Teacher/SNA	
Print Name	

[name in capitals] a [notary public][commissioner for

Or
*whose identity has been established to me before the taking of this Declaration by the production to me of passport no. [passport number] issued on [date of issue] by the authorities of [issuing state], which is an authority recognised by the Irish Government]
Or
National identity card no.[identity card number] issued on [date of issue] by the authorities of [issuing state] [which is an EU Member State, the Swiss Confederation or a Contracting Party to the EEA Agreement]
Or
[Aliens Passport no. (document equivalent to a passport)[passport number] issued on [date of issue] by the authorities of [issuing state] which is an authority recognised by the Irish Government]
Or
Refugee travel document no. [document number] issued on [date of issue] by the Minister for Justice,]
Or
Travel document (other than refugee travel document) [document no.] issued on [date of issue] by the Minister for Justice,
at
in the City/ County of
on theday of20
*Practising Solicitor / Commissioner for Oaths / Notary Public / Peace Commissioner
* Delete as appropriate

*who is personally known to me,

Note: Further information in relation to Commissioners for Oaths and Peace Commissioners is available on www.citizensinformation.ie

<u>Appendix 2</u> – to be completed by all Teachers/SNAs <u>AND</u> Parents <u>Form of Undertaking</u>

Print Name:_ named child)			(Parent/ Legal Guardian of above
Signed: named child)	1	Date:	(Parent/ Legal Guardian of above
I understand (particulars of a there is no cri	Garda Vetting does not p any criminal record and/ minal record or specified	provide clearance for perso or specified information in r	ns to work with children. It simply provides respect of the person concerned or where t. The decision on the suitability of a ent/guardian.
	hat the teacher/SNA I hat the teacher/SNA's vetting sea		etted accordingly and I have viewed the
Signed:	Teacher/SNAPrint Name:		Date:
disclosure, with	h this parent/guardian.	·	tting search, known as a vetting
		Teaching Council of Ireland	
	•	the Guidance on the scheme. pport under the Scheme.	ne and agree to abide by these Terms and
personal back Person Supple constitute a bit	ground or any failure of ementary Programme m	mine to inform the parent of ay affect my suitability, fron acher/SNA for In Person So	rmation as to my conduct, character or of the child to who I am delivering In on a child protection perspective, will supplementary Programme and may be
have been no details of any Disclosures) A the case of ar	minated to deliver tuition conviction regarded as s act 2016, but that, in acc y conviction in respect o	n/care support under the In spent under the Criminal Ju cordance with section 10 of of offences specified in Part	e to the parents of the child by whom I Person Supplementary Programme, Istice (Spent Convictions and Certain that Act, this does not however apply in t 1 or 2 of Schedule 1 of that Act or those and Vulnerable Persons) Acts 2012 to
Programme of	f any changes to the abo	ove stated position that may	delivering In Person Supplementary y affect my suitability, from a child support for In Person Supplementary
knowledge an character or p	d belief there is nothing, ersonal background of a	from a child protection per any nature that would adver	utory declaration, to the best of my respective, in relation to my conduct, relation of trust in relation ue of my position as a tuition provider to