



# Home Based Summer Provision 2020

## Reconnecting with Education

### Application Form

#### Parent Details

Forename

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Surname

P	P	S	N											

Address:


**EIRCODE**

Phone no.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Email address

--

#### Child Details

Forename

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Surname

P	P	S	N											
D	O	B				D	D	M	M	Y	Y	Y	Y	
G	E	N	D	E	R		Male		Female					

School Name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**School Roll Number**

## Confirmation by school of child's eligibility

This section must be completed by the School Principal taking into account the eligibility criteria as outlined in the Summer Provision Guidance published on the Department's website.

CHILD NAME \_\_\_\_\_

Name of School \_\_\_\_\_

School Roll No: \_\_\_\_\_

Is child enrolled in your school for 2019/2020 \_\_\_\_\_

### ELIGIBILITY

School Principal to confirm that child is in the categories listed below and school does not have the capacity to include the child in the school-based programme.

#### Please tick boxes as appropriate:

1. Pupils with a diagnosis of Autism
2. Pupils with severe and profound learning difficulties
3. Any child in a special class or special school
4. Children transitioning into a special class from early year's settings
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

Is your school participating in School Based Summer Provision YES  NO

Does your school have the capacity to include this child in the school based programme YES  No

I can confirm that Learning Support Information has been passed on YES  NO

Information on the supports that could be provided by a Tutor/ SNA for the summer programme YES  NO

School Telephone Number \_\_\_\_\_

School Email Address \_\_\_\_\_

Principal Signature \_\_\_\_\_

Date \_\_\_\_\_

**Details to be completed by Tutor/SNA**

**Tutor/SNA Details**

Forename

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Surname

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

<b>P</b>	<b>P</b>	<b>S</b>	<b>N</b>											
----------	----------	----------	----------	--	--	--	--	--	--	--	--	--	--	--

\*Teaching Council  
Number

(\*Tutor only - Mandatory)

Address:

													<b>Gender</b>	<b>M</b>	<b>F</b>
--	--	--	--	--	--	--	--	--	--	--	--	--	---------------	----------	----------


**EIRCODE**

Phone no.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Email address

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Appendix 1 is completed in full – statutory Declaration for 2020 **YES**  **NO**

Appendix 2 is completed in full – form of undertaking **YES**  **NO**

If you are retired, are you currently in receipt of payment of a public service pension **YES**  **NO**

I have read and understand the Summer Provision Information **YES**  **NO**

**Tutor/SNA signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

Tutors 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 Tutors 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](http://www.teachingcouncil.ie)

## TIMETABLE OF TUITION

PLEASE COMPLETE IN BLOCK CAPITALS

**Tutor Name:** \_\_\_\_\_

**PPSN:** \_\_\_\_\_

Student Name/s: \_\_\_\_\_ D.O.B. \_\_\_\_\_

\_\_\_\_\_ D.O.B. \_\_\_\_\_

Timetable of tuition provided for the above named student/s

<b>WEEK 1</b>	Monday	Tuesday	Wednesday	Thursday	Friday	<b>Total Hours</b>	
<b>Insert date</b>							
Start time							
Finish time							Not to exceed 10 hrs p/w
<b>Week 2</b>	Monday	Tuesday	Wednesday	Thursday	Friday	<b>Total Hours</b>	
<b>Insert date</b>							
Start time							
Finish time							Not to exceed 10 hrs p/w
<b>Week 3</b>	Monday	Tuesday	Wednesday	Thursday	Friday	<b>Total Hours</b>	
<b>Insert date</b>							
Start time							
Finish time							Not to exceed 10 hrs p/w
<b>Week 4</b>	Monday	Tuesday	Wednesday	Thursday	Friday	<b>Total Hours</b>	
<b>Insert date</b>							
Start time							
Finish time							Not to exceed 10 hrs p/w

### Declaration by both Parent/Legal guardian and Tutor/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: \_\_\_\_\_  
Parent/Legal Guardian

Signed \_\_\_\_\_  
Tutor/sna

**FORM MUST BE COMPLETED AND RETURNED TO DEPT AS SOON AS POSSIBLE AFTER ALL THE TUITION HAS BEEN PROVIDED AND FORM RETURNED TO: Department of Education & Skills, Summer Education Scheme payment, Cornamaddy, Athlone, Co. Westmeath N37 X659 not later than 28th August 2020.**

Claims received after this date may not be processed in time for the published pay date but will issue at a later payday. Any queries should be emailed to [HomeBasedSummerProgram@education.gov.ie](mailto:HomeBasedSummerProgram@education.gov.ie) quoting the child name tutor name and PPSN.

## **Appendix 1**

### **Statutory Declaration**

#### **Must be completed by all tutors/SNAs before programme commences**

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 tutors. 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**

This statutory declaration must be completed prior to a person being appointed to deliver home tuition.

"I \_\_\_\_\_ of, \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

in the county of \_\_\_\_\_ aged eighteen years and upwards do SOLEMNLY AND  
SINCERELY DECLARE as follows:-

that to the best of my knowledge and belief there is nothing, from a child protection perspective, in relation to my conduct, character or personal background of any nature that would adversely affect the position of trust in which I would be placed in relation to children or vulnerable adults by virtue of my appointment to deliver home tuition.

I am aware that I am not now, or in the future, required to disclose to the parents of the child by whom I have been nominated to deliver tuition under the July Provision programme, details of any conviction regarded as spent under the Criminal Justice (Spent Convictions and Certain Disclosures) Act 2016, but that, in accordance with section 10 of that Act, this does not however apply in the case of any conviction in respect of offences specified in Part 1 or 2 of Schedule 1 of that Act or those specified in Schedule 3 of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.

Within a child protection context:

- I hereby confirm my irrevocable consent to the parents of the child by whom I have been nominated to deliver home tuition to the making of such enquiries as they deem necessary in respect of my suitability to deliver home tuition.
- I hereby accept and confirm the entitlement of the parent/guardian of the child I am delivering tuition to reject my application or terminate my delivery of the tuition if I have omitted to furnish the parent/guardian of the child to whom I am delivering home tuition with any information relevant to my application for the position as a home tuition provider.
- I understand that any false or misleading information submitted by me in relation to my application to deliver home tuition for the child in question will render me liable to automatic disqualification or render me liable to automatic termination of my role as a home tutor.

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the Statutory Declarations Act 1938."

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Home Tutor/SNA

Print Name: \_\_\_\_\_

Declared before me \_\_\_\_\_ [name in capitals] a [notary public][commissioner for oaths][peace commissioner] [practising solicitor]by \_\_\_\_\_

\*who is personally known to me,

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, Equality and Law Reform]

Or

Travel document (other than refugee travel document) [document no.] issued on [date of issue] by the Minister for Justice, Equality and Law Reform

at

in the City/ County of

on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
\*Practising Solicitor / Commissioner for Oaths / Notary Public / Peace Commissioner

\* Delete as appropriate

Note: Further information in relation to Commissioners for Oaths and Peace Commissioners is available on [www.citizensinformation.ie](http://www.citizensinformation.ie)

## Appendix 2

### **To be completed by all Tutors/SNA's AND Parents**

#### **Form of Undertaking**

I confirm that, since the date on which I signed the attached statutory declaration, to the best of my knowledge and belief there is nothing, from a child protection perspective, in relation to my conduct, character or personal background of any nature that would adversely affect the position of trust in relation to children or vulnerable adults in which I would be placed by virtue of my position as a tuition provider to \_\_\_\_\_  
(name of child).

I also undertake to inform the parents of the child to whom I am delivering Summer Provision of any changes to the above stated position that may affect my suitability, from a child protection perspective, for continuing in the role as a tutor for Summer Provision.

I am aware that I am not now, or in the future, required to disclose to the parents of the child by whom I have been nominated to deliver tuition under the 2020 Summer Provision programme, details of any conviction regarded as spent under the Criminal Justice (Spent Convictions and Certain Disclosures) Act 2016, but that, in accordance with section 10 of that Act, this does not however apply in the case of any conviction in respect of offences specified in Part 1 or 2 of Schedule 1 of that Act or those specified in Schedule 3 of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.

I acknowledge and understand that any false or misleading confirmation as to my conduct, character or personal background or any failure of mine to inform the parent of the child to whom I am delivering Summer Provision may affect my suitability, from a child protection perspective, will constitute a breach as my role as a tutor for Summer Provision and may be grounds for summary dismissal by the parent/guardian.

I have carefully read and understand the **Summer Provision Guidance** published on the Department website and agree to abide by these Terms and Conditions in providing tuition under the Scheme.

I confirm that I am registered with the Teaching Council of Ireland (**tutors only**)

I confirm that I have been vetted and I shared the result of my vetting search, known as a vetting disclosure, with this parent/guardian.

**Signed:** Tutor/SNA \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

---

I can confirm that the tutor/sna I have nominated has been vetted accordingly and I have viewed the result of the tutors/sna's vetting search.

I understand Garda Vetting does not provide clearance for persons to work with children. It simply provides particulars of any criminal record and/or specified information in respect of the person concerned or where there is no criminal record or specified information states this fact. The decision on the suitability of a person to work with the student is ultimately a matter for the parent/guardian.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **(Parent/ Guardian of above named child)**

**Print Name:** \_\_\_\_\_ **(Parent/ Guardian of above named child)**