

PART 4

TIMETABLE OF HOME-BASED SUMMER PROVISION

EXACT DATES AND TIMES OF SUPPORT MUST BE ENTERED for funding purposes

PLEASE COMPLETE IN BLOCK CAPITALS

Teacher/SNA Name: _____

PPSN _____

Student Name: _____

PPSN _____

Student Name: _____

PPSN _____

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

NOTE: A MAXIMUM OF 10 HOURS IN ANY SINGLE WEEK to be provided between 9 a.m. and 6 p.m.

WEEK 1	Monday	Tuesday	Wednesday	Thursday	Friday
Date					
Start time					
Finish time					
Week 2	Monday	Tuesday	Wednesday	Thursday	Friday
Date					
Start time					
Finish time					
Week 3	Monday	Tuesday	Wednesday	Thursday	Friday
Date					
Start time					
Finish time					
Week 4	Monday	Tuesday	Wednesday	Thursday	Friday
Date					
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: _____
Parent/Legal guardian

Signed _____
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 close of business on **Friday 4th September 2021**. No forms will be accepted after that date.

RETURN TO: Department of Education, **Home-Based Summer Programme**, Special Education Section, Cornamaddy, Athlone, Co. Westmeath N37 X659

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 at the link below, and submit it with this Grant Claim Form.

<https://www.gov.ie/en/form/48283-change-of-bank-details/>