

### PART 3

## 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: \_\_\_\_\_ PPSN \_\_\_\_\_

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

**NOTE: A MAXIMUM OF 5 HOURS IN ANY SINGLE WEEK.**

<b>WEEK 1</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
Date							
Start time							
Finish time							
<b>Week 2</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
Date							
Start time							
Finish time							
<b>Week 3</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
Date							
Start time							
Finish time							
<b>Week 4</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
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 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 [supplementaryprogramme@education.gov.ie](mailto:supplementaryprogramme@education.gov.ie) 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.