

EASTER REVISION SCHEME 2022 – GCSE/AS/A LEVEL

GUIDANCE and FAQs

The following outlines the principles underpinning the Easter Revision Scheme 2022.

1. The main purpose is to fund Easter Revision Schemes in post-primary schools/EOTAS to support pupils in preparing for public examinations in summer 2022.
2. The project is **voluntary** for schools to take part.
3. Settings will have complete flexibility in regard to the structure of the classes, subjects and qualifications targeted which will allow schools to focus the schemes on subjects where their pupils have experienced the most disruption.
4. Settings should select year groups / pupils to attend that will benefit most from this type of provision.
5. The revision schemes must focus on A/AS Level, as well as GCSE pupils.
6. Settings will be provided with funding to deliver the project up to an agreed maximum amount.
7. The allocation of funding will be based on the size of each school's Year 12 - 14 enrolment numbers, as detailed in the attached **Annex**.
8. Schools have the flexibility to determine the duration of the Easter Revision Scheme, taking into account the needs of pupils.
9. **Funding will be allocated to the school or EOTAS budget after the Revision Scheme is complete.** A data capture template will issue to schools / EOTAS settings in May/June 2022 to ask schools to confirm how much they have spent.
10. It is assumed that existing protocols regarding Covid will apply, therefore until any changes are agreed, schools and educational settings should continue to implement the current DE COVID guidance. See link below:
<https://www.education-ni.gov.uk/information-and-guidance-educational-settings>

11. It is assumed that it will not be possible to provide hot food. However the budget allows for healthy snacks to be provided.
12. Parents / carers should not be asked to contribute to the cost of the scheme.
13. A range of commercial revision resources have been made available to settings which may be useful for schools to support the pupils with their revision such as eBooks and Maths Revision Cards.
14. It is envisaged that the Revision Scheme will be delivered by school leaders and school teachers.
15. Pay rates for teachers delivering the Easter Revision Schemes are £30.00 per hour. Rates of pay for substitute teachers and classroom assistants will be provided shortly.

NOTE: Further detailed guidance in relation to payments to staff, including how to claim, will follow in the coming days.

Key Contact Details

For general enquiries regarding the Easter Revision Scheme, please contact DE's School Improvement Team at DEsit@education-ni.gov.uk

FREQUENTLY ASKED QUESTIONS

The following FAQs provide information on outline how the Easter Revision Scheme 2022 will operate. This is a voluntary scheme and schools are not required to take part.

General – Budget / Number of Children / Scheme

1. Q: What is the budget being made available?

A: Participating schools will be allocated funding based on the size of each school's Year 12 -14 enrolment numbers, as detailed in the attached **Annex**. This funding is designed to cover staff costs (including employer costs), the provision of snacks / refreshments, purchase of resources / facilitation and / or cleaning. Schools will draw down the required funding from the EA. Schools will receive the allocation from the EA on the submission of final costs. Allocations will be made to the school LMS budget or in the case of GMI / VG schools, allocations will be made via EA school payments team. Special schools will receive their budget via the EA.

NOTE: Further detailed guidance in relation to payments to staff, including how to claim, will follow in the coming days.

2. Q: What employer costs should be considered for budgeting purposes when calculating staffing costs?

A: For teaching staff, employer costs of 15.55% should be applied (National Insurance rate 15.05%; and 0.5% Apprentice Levy)

This scheme is not eligible for the teachers' pension scheme therefore no additional charge should be applied.

3. Q. What should the Easter Revision Scheme provision look like?

A: Schools are free to determine the content of their Revision Scheme and associated delivery arrangements provided they stay within the funding allocation set out in the attached Annex.

Schools will have complete flexibility with regard to the structure of the classes, subjects and qualifications targeted which will allow schools to

focus the schemes on subjects where their pupils have experienced the most disruption.

4. Q: How many hours per day is the Revision Scheme expected to last?

A: It is up to each school to determine the duration, in line with their own needs and circumstances.

5. Q: Can children from different year groups attend?

A: The selection and programme arrangements can be flexible in line with assessed need to include all pupils completing public examinations in Summer 2022. Schools should select year groups / pupils to attend that will benefit most from this type of provision.

6. Q: Can the funding be used to purchase resources?

A: It is appreciated that some additional resources may be required to support the Revision Scheme provision however we would expect this to be relatively small expenditure overall. The Department of Education has already made available a range of revision resources for schools to order free of charge.

Schools should adhere to the normal LMS procedures in relation to procurement and payment for goods and services. Orders should be raised through iProc and should be coded as normal school expenditure.

7. Q: Will there be bespoke funding available for Irish Medium schools?

A: There is no separate funding scheme for IM pupils but schools are free to use IM teachers as part of planned Revision Scheme provision to provide Irish language support to this cohort of pupils.

8. Q: How many teachers can I engage in the delivery of the Revision Scheme?

A: This will depend upon the level of uptake; schools can decide what is most appropriate for their circumstances, bearing in the mind the maximum funding allocation.

9. Q: Can Classroom Assistants be used?

A: Yes. Classroom Assistants can be used to support the attendance of statemented children. Details regarding rates of pay will follow shortly.

10. Q: Can substitute teachers be used?

A: If required, yes, substitute teachers can be sourced from NISTR. Pay processing details, including rates of pay, will follow shortly.

11. Q: What do I need to consider with regard to safeguarding?

A: Schools must ensure at all times that safeguarding requirements are fully adhered to for all those engaged in delivering the scheme.

12. Q: Must there be a first aider and Child Protection Designated teacher onsite at all times?

A: We would advise schools to conduct a risk assessment prior to the Revision Scheme proceeding. Provided you are content that the health and safety of the children can be safeguarded, it is up to schools as to whether or not these additional measures are needed. If a school determines that additional measures need to be put in place it will be for the school to address this.

13. Q: What is the rate of pay for staff?

A: Principals, Vice-Principals, and teachers can receive additional pay. Remuneration will be set at an hourly rate of **£30.00 per hour**. Pay received from working in the Easter Revision Scheme is taxable. As noted above, details of the rates of pay for substitute teachers and classroom assistants will follow shortly.

When budgeting, schools should note that the wages of teaching staff are non-pensionable but include National Insurance and Apprenticeship Levy contributions. The estimated budget for Revision Schemes should therefore include provision for contributions of circa 15.55%. Non-teaching staff working additional hours are pensionable if included within the scheme.

For Revision Schemes delivered during statutory and public holidays enhanced rates of pay will apply to employees on JNC terms and conditions of employment. Schools should consult the employer of teaching staff for clarification on enhanced pay rate holiday period.

NOTE: Further detailed guidance in relation to payments to staff, including how to claim, will follow in the coming days.

Finance Arrangements

14. Q: How can I access Easter Revision Scheme funding?

A: The funding will be allocated to schools that expressed an interest in the Scheme by the EA to your school budget. EA will confirm the detail on submission of the Scheme data capture template, which will be commissioned in May/June 2022.

15. Q: I am a VG/GMI school but I do not have cashflow to fund the scheme – can I receive part funding up front?

A: For schools in the Voluntary grammar or grant maintained integrated sectors, we are aware that cash flow may be an issue for some schools. In such cases where schools may require an advance of budget up front, we would ask schools that have expressed an interest in facilitating a Revision Scheme to contact the Department and let us know if this applies in their case. We will then consider the request and where possible, will make arrangements for an advance to be made available.

16. Q: What arrangements are in place for processing staff pay?

A: Further detailed guidance in relation to payments to staff, including how to claim, will follow in the coming days.

17. Q: How should VG/GMI schools pay the Easter Revision Scheme staff?

A: Normal payment procedures should be followed for payment of staff.

Catering/Transport

18. Q: Will school meals or transport be provided?

A: The EA will not be providing such services, however schools are able to make their own arrangements where this is assessed as needed and can be provided for safely.

Schools are encouraged to consider the need for snacks / packed lunch depending upon the duration of the scheme each day. Funding to cover these costs are included within the budget.

Other Matters

19.Q: Do I need to consider Covid-19 guidance in planning for an Easter Revision Scheme?

A: The safety of staff and children attending is paramount. Schools should ensure that all current Covid-19 guidance is followed in delivering Easter Revision Scheme provision.

20.Q: Is my school insured to take part in the Scheme?

A: Schools are responsible for their own insurance and will need to ensure that they have appropriate and adequate insurance cover in place in respect of the Easter Scheme. They should check their existing policy cover and liaise with their insurer and / or broker for advice as to what, if any, additional cover is required. Some insurers may be willing to agree cover without the payment of any additional premium for a scheme which is in the public interest and it may be possible for schools to confirm or negotiate cover without the payment of any additional premium.

Monitoring and Evaluation

21.Q: How do I account for the expenditure and report on uptake?

A: A data capture template will be developed for completion by schools. Schools will be required to provide details of staffing, utilities, food and resource costs incurred. This will be made available after the Revision Schemes are delivered.

22.Q: How will the Easter Revision Scheme be evaluated?

A: The Department will need to determine the overall impact of the Revision Scheme. Participating schools will be asked for the information we need for our evaluation of the programme via a data capture template.