



**TUTOR FORMS - CHANGE OF TUTOR OR ADDITIONAL TUTORS ONLY**

**HOME TUITION GRANT SCHEME - 2023/2024 SCHOOL YEAR**

Please read the following information carefully in conjunction with Circular 0024/2023 before completing the Form. The circular can be viewed at [www.gov.ie/education](http://www.gov.ie/education)

**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 for the Home Tuition Grant Scheme. The personal data provided may be shared with the HSE, TUSLA (Child and Family Agency), National Council for Special Education (NCSE), the Department of Children, Equality, Disability, Integration and Youth (DCDIY), the Department of Education (including NEPS) and Revenue Commissioners for the purposes of determining eligibility for the Home Tuition Grant Scheme, in processing payments, to ensure there is no duplication of funding and for statistical purposes. The Privacy Notice outlining further information in relation to this Scheme can be found at <https://www.gov.ie/en/collection/general-data-protection-regulation-gdpr-privacy-notice/#parents-and-children-including-pre-school-primary-and-post-primary-students>.

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.gov.ie/en/collection/general-data-protection-regulation-gdpr-privacy-notice/>.

HT Reference No.:

H	T						
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Child's Name: \_\_\_\_\_

Is this Tutor replacing another Tutor?

Or

Is this an additional Tutor?

If replacing a previously sanctioned Tutor please enter:

Previous Tutor Name: \_\_\_\_\_

And

Last date when the previous Tutor provided tuition:

D	D	M	M	Y	Y	Y	Y
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**Please provide a breakdown of hours where there may/will be more than one tutor**

	No. of Hours
Tutor Name _____	<input type="text"/>
Tutor Name _____	<input type="text"/>
Tutor Name _____	<input type="text"/>
Tutor Name _____	<input type="text"/>

## Section 4 - For completion by proposed Tutor

The Statutory Declaration Form (Appendix 1) and the Form of Undertaking (Appendix 2) must be completed by the Tutor

All fields must be completed

**Tutor PPSN:** Your Personal Public Service Number (PPSN) is a unique reference number that is to be used in all dealings with Public Service Agencies, including Revenue. If you need details of your PPSN please contact the Department of Social Protection - Public Service Identity.

**Tutor PPSN:**

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**Tutor's First Name:**

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**Tutor's Surname:**

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**Tutor's Date of Birth:**

D	D	M	M	Y	Y	Y	Y
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**Tutor's Address:**

Eircode																			

**Tutor's e-mail address**

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**Tutor's contact number**

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I am currently registered with the Teaching Council of Ireland Yes  No   
 (Please note that it is a requirement of the scheme that all tutors are registered with the Teaching Council of Ireland for the duration of the approved tuition, up to and including issue of final payment.)

**Teaching Council No:**

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Are you currently in receipt of a Public Service Pension Yes  No   
 i.e. are you a former teacher, civil servant, HSE employee, semi-state employee, etc.?

If yes, please state the type of pension: \_\_\_\_\_

**If you have applied to deliver tuition under this Scheme to other children please indicate number of children:**

(Where you intend to tutor 2 or more children, further details will be required before approval is given for the tuition to commence.)

**Note:** A teacher who is availing of approved paid or unpaid leave from his/her employment is not eligible to deliver tuition. However, a teacher who is on Career Break or who is Job Sharing may be engaged as a tutor for the Home Tuition Grant Scheme.

**Appendix 1** **HT Stat Dec**  
**Statutory Declaration for the Home Tuition Grant Scheme only**

**To be completed by all tutors providing Home Tuition**

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 persons 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/legal guardians of the child by whom I have been nominated to deliver home tuition, 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 and 2016.

Within a child protection context:

- I hereby confirm my irrevocable consent to the parents/legal guardians 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 parents/legal guardians 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/legal 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:** \_\_\_\_\_  
**Home Tutor**

**Date:** \_\_\_\_\_

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

**Appendix 1 Continued** **HT Stat Dec**  
**Statutory Declaration for the Home Tuition Grant Scheme only**

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

\*who is personally known to me,

Or

\*who is identified to me 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\_\_

**Signed:** \_\_\_\_\_

\*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)

**(Please note signatures from members of An Garda Síochána are not accepted)**

## Appendix 2 - Form of Undertaking

I can 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 student)**.


I also undertake to inform the parents/legal guardians of the student to whom I am delivering Home Tuition 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 the Home Tuition Programme.

I am aware that I am not now, or in the future, required to disclose to the parents of the child to whom I am delivering Home Tuition 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 information as to my conduct, character or personal background or any failure of mine to inform the parent of the student to whom I am delivering the Home Tuition Programme may affect my suitability, from a child protection perspective, will constitute a breach of my role as a tutor for the Home Tuition Programme and may be grounds for summary dismissal by the parent/legal guardian.

I confirm that I am fully registered with the Teaching Council.

I confirm that I am currently vetted by the National Vetting Bureau and I shared the result of my vetting search, known as a vetting disclosure, with this parent/legal guardian through the Teaching Council's secure online IT solution, called Digitary.

**I have carefully read and agree to the terms and conditions of the Home Tuition Grant Scheme Circular 0024/2023**  (please tick)

**Tutor's Name** (in block capitals): \_\_\_\_\_

**Tutor's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I understand that I must request a newly issued vetting disclosure in circumstances where I am engaging the tutor for the first time or if I have previously engaged the tutor, I may consider whether a newly issued vetting disclosure is necessary (see Section 3 of Circular 0024/2023).

I can confirm that the tutor I have nominated is currently vetted by the Teaching Council and I have viewed the result of the tutor's vetting search through the Teaching Council's secure online IT solution, called Digitary.

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 child is ultimately a matter for the parent/legal guardian.

**Parent/Legal Guardian's Name** (in block capitals): \_\_\_\_\_

**Parent/Legal Guardian's signature:** \_\_\_\_\_

***Before posting to the Department please check the following***

**SECTION 4:** Tutor Details - I can confirm all tutor details as requested, including PPSN, Teaching Council Number, and contact details have been completed.

**APPENDIX 1** –Statutory Declaration has been completed in full, signed and stamped.

**APPENDIX 2** –Form of Undertaking has been completed and signed by tutor and witnessed by the parent/legal guardian.

I have provided a breakdown of hours for additional tutors, where relevant.

Forms should be returned to the following address:

Home Tuition Unit  
Special Education Section  
Department of Education  
Cornamaddy  
Athlone  
Co. Westmeath N37 X659

**IMPORTANT NOTICE**

No tuition should take place until written confirmation of tutor/s sanction has been issued to you by the Department and payment will not be made in respect of any tuition delivered prior to the approved dates.

The following periods will **not** be covered for payment for any student availing of the Home Tuition Grant Scheme:

October 2023 mid-term break: Monday 30<sup>th</sup> October 2023 to Friday 03<sup>rd</sup> November 2023 inclusive.

Christmas 2023: Monday 25<sup>th</sup> December 2023 to Monday 08<sup>th</sup> January 2024 inclusive.

February 2024 mid-term break: Monday 12<sup>th</sup> February 2024 to Friday 16<sup>th</sup> February 2024 inclusive.

Easter 2024: Monday 25<sup>th</sup> March 2024 to Friday 05<sup>th</sup> April 2024 inclusive.

Bank Holidays: All bank holidays which fall within the school year

Home Tuition should reflect the school day and be provided between (9am– 6pm). Home Tuition should not take place during school holidays, bank holidays and weekends.