

2011 Policy Document relating to work conducted under the ‘Summer Schools’ programme.

The purpose of this document is to clearly define the Ulster-Scots Agency’s operational policy and practices that will underpin the work of ‘Community Summer Schools.’

Objective of the ‘Community Summer Schools’ Programme-

To provide support, encouragement and financial assistance to Ulster Scots community groups who intend to provide a 5 day Ulster-Scots summer school for young people in their communities.

The conditions for financial support for Ulster-Scots summer schools [USSS] are;

- 1. Applications for financial assistance for summer schools will be available annually through the Summer Schools application form, which must be completed before **12 noon on 15th April 2011**. This application should also include the group’s constitution, a comprehensive child protection policy and details relating to the groups current financial position. Additional documentation may be required in some instances.*
- 2. As part of the Application Process, each Summer School should submit a programme of activities to the Agency for approval, before a funding commitment can be made.*
- 3. The Ulster-Scots Agency will offer 2 different formats to the delivery of Ulster-Scots Summer Schools Programme in 2011. Groups may only apply for the following options.*
 - **Option A- Standard Summer Schools** will provide 10 different Ulster Scots workshops/activities from the list in Appendix 2, one of which must be a language activity. There will be a maximum eligible funding of 2 hours for each Ulster Scots Activity*
 - **Option B – Drama Summer Schools** may be delivered for Post Primary children. They will provide a maximum of 5 Ulster-Scots workshop/ activities relating to the delivery of the drama production from the list in Appendix 2, one of which must be the mandatory Language session. Drama tutors may be appointed to deliver a week long programme, finalising in a drama production. (Minimum 20 attending). The Ulster Scots Agency will provide a script which can be adapted to each locality.*

4. *All Summer Schools must ensure that at least one of the scheduled activities will be an Ulster Scots language activity (minimum of one hour). The language tutor will normally be Ulster-Scots Agency staff; any other language tutor must be given formal prior approval by the Ulster-Scots Agency.*
5. *Summer Schools will operate between June and September of each year. Standard and Drama Summer Schools will be of 5 days duration. In exceptional circumstances, Summer schools of shorter duration may be eligible for financial support on a pro-rata basis.*
6. *Standard and Drama Summer Schools should engage with young people, aged between 7 and 16 years of age, for a minimum of 5 hours each day.*
7. *Financial assistance will only be provided to:-*
 - *Standard Summer Schools with a minimum of 20 and a maximum of 60 young people in daily attendance.*
 - *Drama Summer Schools- minimum of 20 maximum of 30*
 - *Staff ratios at USSSs should be no less than 1 adult to 6 children. In summer schools where children with special educational needs are present, the Agency will attempt to make arrangements to allow for additional staff to be present. For Drama School Summer Schools the tutors will be included in the staff ratio.*
8. *The Ulster Scots Agency will annually provide training and support to community groups through a summer school networking event prior to the commencement of summer schools for that year. Each proposed summer school group should ensure that at least two members are in attendance at these networking events.*
9. *Documentation relating to the group's 'Child Protection Policy' must be lodged with the Agency, duly signed by the group's Chairperson. The policy must state names and telephone numbers of two trained child protection officers, as part of the normal USSS application process.*
10. *Groups must participate with the Agency in a structured evaluation of their summer school and this will be conducted before the end of that same calendar year.*
11. *Summer Schools must return evaluation forms to the Agency outlining the level of satisfaction experienced from each workshop and an evaluation of the effectiveness of the overall programme. This will also include a record of the number of children who will have participated in each workshop.*
12. *The contribution made by the Agency must be acknowledged in all publicity material issued and /or displayed in connection with the summer school.*
13. *Summer Schools should in every instance bring 'Added Value' to the work of the Agency.*
14. *All proper records related to the project will be retained for 7 years from the payment of any fees, and the Agency or any person authorised by the Agency, including the Internal Auditors and the Comptroller and Auditor Generals of the Northern Ireland and Republic of Ireland governments, shall have rights of access to such records.*
15. *If the group makes any changes to the USSS after the Letter of Offer has been issued, the group must inform the Agency writing or my email.*

16. *Any summer school receiving financial or other assistance from any other source, must declare the level of support to the Agency at the earliest opportunity.*
17. The Ulster Scots Agency has identified the following learning outcomes for Summer Schools in 2011, successful applicants must identify and demonstrate ways in which they will meet these objectives.
- i. Provide an appropriate and sufficient range of good-quality Ulster-Scots learning opportunities and resources.
 - ii. Use a variety of approaches to encourage creativity well-matched to the participants' different needs and abilities.
 - iii. Encourage and facilitate the development of Ulster-Scots interests and skills appropriate to the age/experience of the participants.
 - iv. Encourage enjoyment and achievement for participants.
 - v. Participants acquire new skills and interests in Ulster-Scots language and culture.
 - vi. Participants demonstrate improvement over their previous knowledge of Ulster-Scots.
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Appendix 1- 2011

This appendix will outline the fees and payments for the year 2011.

An appropriate annex will be compiled for each successive year and decisions relating to payments will be agreed annually. by the Ulster-Scots Agency board.

Tutors

- *Payments from the Agency for workshop tutors will be £20 per hour plus travel (40p per mile). Maximum eligible length of funding for workshops will be 2 hours.*
- *Drama Summer schools may receive payments for a maximum of 3 Drama Tutors, each delivering a maximum of 20 hours tuition @ £20 per hour plus travel at 40p per mile.*

Staff

- *Staff engaged in running the summer school will be eligible for a payment of £180 per week. This is the payment for full attendance at the school for all 5 days.*
- *Individuals receiving payment for supervision duties during a summer school are not eligible for payment for any workshop activity.*

Rent

- *A maximum payment of up to £60 per day may be made for the payment of hall rent up to a maximum of £300.*
- *Venue hire for a maximum of 3 planning meetings will be eligible up to £25 per meeting, and to a maximum of £75. Planning meetings can only be held between the date the Letter of Offer is received and the start date of the Summer School. Groups must provide a copy of the agenda and attendance records in their claim.*

Consumables

- *A maximum payment of £300 will be available to all groups to cover consumables which include –*
- *A maximum of £50 for cookery ingredients if your project includes an Ulster Scots cookery workshop.*
- *A maximum of £250 for arts and crafts materials.*
- *A maximum of £150 for Props and Costumes if delivering a Drama Summer School.*

Educational Visit

- *Admission fee to an education programme at one of the following sites managed by National Museum Northern Ireland:-*

*Ulster Folk and Transport Museum
Ulster Museum
Ulster American Folk Park*

W5
Armagh County Museum

- *The hire of a bus will be eligible to a maximum of £200 for transport for an educational visit to a national Museum Northern Ireland site.*

No other items are eligible unless prior authorization has been made by the Ulster Scots Agency.

Appendix 2

Mandatory activity is:

Ulster-Scots Language (Delivered by Ulster-Scots Agency staff unless given prior approval)

Other possible activities are:

1. Flute
2. Drum
3. Accordion
4. Bagpipe
5. Drum Major
6. Lambeg Drum
7. Fife
8. Tin Whistle
9. Fiddle
10. Football
11. Archery
12. Drama
13. Highland Dancing
14. Scottish Country Dancing
15. Ulster-Scots Storytelling
16. Ulster-Scots Cookery
17. Ulster-Scots Poetry / Creative Writing
18. Ulster-Scots Arts and Craft
19. Ulster-Scots Living History
20. Ulster-Scots quiz
21. Plantation Story