

# CBS Secondary School, Dungarvan.



## School Books Grant Scheme Procedure

The School Books Grant Scheme is available to State primary and post-primary schools to help with the cost of school books. Funding for this scheme comes from the Department of Education and Skills and the scheme is administered in each school by the school principal.

The scheme is mainly aimed at pupils from low-income families and families experiencing financial hardship. Its aim is to help individual students buy books.

Broadly speaking, students who may be eligible for assistance under the School Books Grant Scheme include:

- Families that are mainly dependent on social welfare payments
- Families on low incomes, (for example, those receiving [Family Income Supplement](#), and the [Back to School Clothing and Footwear Allowance](#))
- Families experiencing financial hardship because of particular circumstances (for example, where there is prolonged illness of a parent/guardian, addiction problems, etc.)

### The allocation of the School Book Grants Scheme

This procedure was drawn up to ensure consistency and fairness in terms of the allocation and distribution of Department of Education and Skills funding for School Books.

It also sets out a clear guideline procedure to ensure that applications for financial assistance towards the costs of school books are dealt with fairly. In setting out this procedure, we as a school community wish to ensure that we administer the School Book grant scheme in the fair and consistent manner.

#### Aims

- To ensure consistency and fairness in terms of grant allocation
- To set out clear guidelines for the administration of book grant allowances

- To ensure that all parties are aware of the agreed procedure on distribution of any Book grants received by the Department of Education & Skills.
- To ensure sensitivity and discretion in securing the required textbooks for pupils in our school, whose families are experiencing significant financial hardship.

### **Guidelines**

- Funds allocated will not exceed grant assistance received from the Department of Education & Skills
- In a situation where some funds remain unclaimed in a given year, these funds may be allocated to the purchase reading books for all classes throughout the school, in the expectation that all children will benefit equally.
- All efforts will be made to adhere to the guidelines set on in this procedure when allocating grant assistance to individual families.

### **Procedure**

In June Parents/Guardians are informed by letter of the scheme and procedure involved in applying for Book Grant.

#### **BOOK VOUCHERS:**

The Department of Education and Skills will provide funds for the school year 20??/20?? to alleviate the cost of school books **for those in extreme financial circumstances**. Applications forms are available by emailing school office on [admin@dungarvancbs.com](mailto:admin@dungarvancbs.com). Procedure for the allocation of Book Vouchers is available on the school's website.

Parents/Guardians apply by email to the school office for a Book Grant Allocation Form.

Parents complete the form and return it via email to the school office.

The Principal reviews the application and awards amount being given.

The School Secretary writes out voucher for this amount for local book store, David Walsh.

The voucher is then collected by the parent at the office and redeemed at David Walsh Book Store.