



Circular 0023/2008

**To: The Management Authorities of Secondary, Community and Comprehensive Schools and The Chief Executive Officers of Vocational Education Committees**

## **School Books Grant Scheme for Needy Pupils – 2008/2009**

### **1. Introduction**

1.1 I am directed by the Minister for Education and Science to refer to the scheme of grants towards the cost of providing school textbooks for needy pupils in second-level schools and to say that the scheme will operate again in 2008.

1.2 The Minister wishes to again acknowledge the sensitive, responsive and resourceful manner in which the management and staff of schools, particularly the Principals, have operated the scheme to date. The Minister looks forward to continued co-operation in serving the interests of the most needy pupils.

### **2. Eligibility of Pupils**

2.1 The scheme applies to needy pupils in schools in the free education scheme.

2.2 A needy pupil is defined as a pupil from a family where there is genuine hardship. Such families may be grouped into the following three categories:

- Families who are **mainly dependent on social welfare** payments;
- Families on **low incomes from employment**. (Such families are likely to be in receipt of the Family Income Supplement, which is a weekly cash payment by the Department of Social and Family Affairs to help families at work on low pay, or to be beneficiaries under the Back-to-School Clothing and Footwear Scheme);
- Families who are experiencing **financial hardship because of particular circumstances** in the home. (It is expected that only a small proportion will fall within this category).

2.3 Participants in VTOS, Youthreach and PLC programmes, who are supported by other arrangements, are ineligible under this Scheme. Pupils who are in the care of foster families under arrangements made by the relevant Health Board are also ineligible. Support for such pupils is a matter for the Health Board.

2.4 A pupil who transfers from one second-level school to another after the commencement of the school year is ineligible in the second school unless the Principal is satisfied that assistance was not already given under this scheme or that any books already supplied in the current school year have been returned.

2.5 The amount and form of assistance given to eligible pupils is a matter for individual schools subject to the terms of the scheme.

### **3. Medical Card Holders**

3.1 Entitlement to a medical card is not necessarily an indicator of eligibility. In this regard, other factors should be taken into account when assessing pupils' eligibility.

### **4. General**

4.1 A copy of this circular letter should be provided to the appropriate representatives of parents/teachers for transmission to individual parents and teachers. Schools should also clearly establish and publicise eligibility criteria.

4.2 School authorities should endeavour to establish a written application procedure for those wishing to avail of assistance. As far as is practicable, documented records in connection with the scheme should be maintained.

4.3 Separate accounts should be maintained for the Book Grant and any book loan/rental scheme that is being operated.

4.4 Educationally, it is recognized that textbooks have to be changed periodically to ensure that content and methodology are kept up to date. However, mindful of the need to minimise the cost burden for parents in respect of the purchase of textbooks, the Department wishes to advise school authorities that books should be changed only to the extent that it is absolutely necessary.

4.5 This circular is also available on the Department's website at [www.education.ie](http://www.education.ie)



**Christian Brothers Secondary School,  
Mitchell Street,  
Dungarvan,  
Co. Waterford.**

**Tel: 058-41185**

**Web: [www.dungarvancbs.com](http://www.dungarvancbs.com)**

**Email: [admin@dungarvancbs.com](mailto:admin@dungarvancbs.com)**

## **School Books Grant Scheme for Needy Pupils**

### **Introduction**

The Board of Management of Dungarvan CBS operate the Book Grant Scheme in compliance with the *Department of Education and Skills Circular 0023/2008 "School Book Grant Scheme for Needy Pupils"* and ensure that the funds provided have been used in accordance with the terms and conditions of the Book Grant Scheme as specified in the circular.

### **Eligibility of Pupils**

The scheme applies to needy pupils in schools in the free education scheme.

A needy pupil is defined as a pupil from a family where there is genuine hardship. Such families may be grouped into the following three categories:

1. Families who are mainly dependent on social welfare payments;
2. Families on low incomes from employment. (Such families are likely to be in receipt of the Family Income Supplement, which is a weekly cash payment by the Department of Social and Family Affairs to help families at work on low pay, or to be beneficiaries under the Back-to-School Clothing and Footwear Scheme);
3. Families who are experiencing financial hardship because of particular circumstances in the home. (It is expected that only a small proportion will fall within this category).

### **Application Forms**

If you wish to apply for a Book Grant please email the school at [admin@dungarvancbs.com](mailto:admin@dungarvancbs.com) or call to the school office for an application form.