



Policy for the allocation of the School Book Grants Scheme

Introductory Statement

This policy was drawn up in consultation with the staff, parents and Board of Management of St. John the Apostle, Knocknacarra NS.

Rationale

This policy was drawn up in order 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 clear guidelines in order to ensure that applications for financial assistance towards the costs of school books are dealt with fairly.

Relationship to characteristic spirit of the school

In setting out this policy, members of the school community wish to ensure that our school's vision statement is reflected in the fair and consistent allocation of School Book Grants.

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 policy 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 (Content of policy)

- Allocation of funds received is to be granted to children from any family in receipt of family income supplement or any family in receipt of support from the Community Welfare Department of the HSE.
- Applications outside of this category will be referred to the Board of Management on a case by case basis.
- Funds allocated will not exceed grant assistance received from the Department of Education & Skills
- Grant allocation will be used to set up a Book Rental Scheme where relevant, as recommended by the Department of Education & Skills in circular 0023/2011

- In a situation where some funds remain unclaimed in a given year, these funds will be allocated to the purchase of reading books for all classes throughout the school, in the expectation that all children will benefit equally.
- Where a family is deemed to be eligible for grant assistance the principal or deputy principal will fill out a list of the approved textbooks and mark an invoice for the Bookshop with the Official School Stamp. Following on from this the Bookshop in question will invoice the school for books received.
- The Board may waive the annual fee requested to cover stationery, reading books and photocopying of educational materials. This waiver will be considered on a case by case application. Families who have more than one child attending the school may seek to reduce the €60 fee for second and subsequent children following consultation with the principal/deputy principal on behalf of the Board of Management.
- The Board will facilitate stage payment of the annual contribution (€60) towards books and materials, in cases where families wish to spread this payment over time.

Success Criteria

Positive feedback regarding the sensitive, consistent and fair allocation of grant monies received.

Roles and Responsibility

Principal/Deputy Principal will liaise with parents who request assistance with funding for books. All efforts will be made to adhere to the guidelines set on in this policy when allocating grant assistance to individual families.

Timetable for Review

This policy will be reviewed and updated annually.

Ratification & Communication

This policy was ratified by the Board of Management of St. John the Apostle, Knocknacarra NS on May 17th 2011 and subsequently communicated to the school community via the school's website