



The Schools Books Grant Scheme

In Sandymount Park ETSS, we strive to create a vibrant, welcoming school community in which every student feels a real sense of belonging. Our aim is for Sandymount Park Educate Together Secondary School to become a school of teaching and learning excellence where students will flourish; enabled to reach their full potential whilst becoming confident, considerate, active members of society.

Our values include: Kindness, Respect, Empathy, Hard Work, Participation, Curiosity, Creativity, Democracy, Community.

Ratified: June 2020
Review date: June 2022

Introduction

The Schools Books Grant Scheme is available to post primary schools to help with the cost of schoolbooks/e-books. Funding for this scheme comes from the Department of Education and Skills (DES), and the scheme is administered by the school authorities.

Rationale

This policy was drawn up in order to ensure consistency and fairness in terms of the allocation and distribution of DES funding for schoolbooks. It also sets out clear guidelines in order to ensure that applications for financial assistance towards the cost of books are dealt with fairly. In setting out this policy, members of the school community wish to ensure that our school's ethos are reflected in the fair and consistent allocation of the School Books Grant.

The scheme is mainly aimed at students from low-income families and families experiencing financial hardship.

Aims

This policy aims:

- To ensure consistency and fairness in terms of grant allocation
- To ensure that all parties are aware of the agreed policy on the distribution of any book grants received by the DES
- To ensure sensitivity and discretion in securing the required textbooks/e-books for students in Sandymount Park ETSS whose families are experiencing significant financial hardship.

The DES Guidelines state that the 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 (e.g. where there is prolonged illness of a parent/guardian, addiction problems etc.)

Entitlement to a medical card is not necessarily an indicator of eligibility. In this regard, other factors may be considered when assessing students' eligibility.

The school has total discretion in deciding which students are most in need.

Procedure

1. Application forms can be acquired from the office and must be submitted by June 30th each year.
2. Due consideration will be given to each applicant.
3. The amount of assistance to individual students is decided at the discretion of the school having regard to the relative levels of need and available resources, e.g. there are more demands in First Year and Fifth Year.
4. Every effort is made to maintain confidentiality.



The school acknowledges the sensitive nature of the School Books Grant. All efforts will be made to adhere to the guidelines set out in this policy when allocating grant assistance to individual families.

Review

This policy and its implementation will be reviewed by the Board of Management on a regular basis. A copy of this policy will be made available to the DES and the patron if requested.

Data Protection

Applications for assistance and receipts of such will be stored by the school in a secure place for accounting purposes. All applicants agree to their data being stored for this purpose. It will not be used for any other purposes.

The following people have access to the data on the form.

- The Principal
- The Deputy Principal
- School Administrator/Secretary
- The Board of Management
- The School Accountant
- Financial Auditors
- The Department of Education on request.

Approval

This policy has been approved by the Sandymount Park ETSS Board of Management.

Ratiifed June 2020

To be reviewed June 2022

Vaessa Barcroft,
Chairperson BOM

Date

Paula Mulhall,
Principal

Date



CONFIDENTIAL

Book Grant Application Form 2020/2021

Having read the Guidelines for this Scheme, I/we wish to apply to Sandymount Park ETSS for the Book Grant Scheme for Needy Pupils for the school year 2020/2021.

Parents'/Guardians' Name(s): _____

Postal Address: _____

Email Address _____

Son's / Daughter's Name(s):	Year 2021/2022:
_____	_____
_____	_____
_____	_____

Please tick your reason/eligibility for application:

Hardship due to unemployment	<input type="checkbox"/>	Illness of parent / guardian	<input type="checkbox"/>
Single parent family	<input type="checkbox"/>	Large family / Inadequate means	<input type="checkbox"/>
Other circumstances of hardship	<input type="checkbox"/>		

Signed: _____ (Parent/Guardian)

Please return this form to the Principal by June 30th.

All applications will be treated in confidence and will be processed in line with Department of Education and Skills guidelines and Circular 0023/2008 "School Book Grant Scheme for Needy Pupils".

