FSSU
Financial Support Services Unit

Emmet House, Milltown, Dublin 14
Tel: 01 2690677 Email: info@fssu.ie

Financial Guideline 2018/2019 – 31

Community & Comprehensive and

Voluntary Secondary schools

School Books Grant Scheme for Needy Pupils

Introduction

All boards of management are required to 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.

The Department issued the following guidance in June 2012 "*Schools may choose to allocate the existing book grant provided by the Department towards purchase of electronic books if they so wish*".

Note: The electronic books purchased from the fund must be curriculum books.

Operation of the Book Grant Scheme

1. Boards should ensure that the circular is made available to parents and teachers on the school website or by manual distribution.

2. Boards should also clearly establish and publicise eligibility criteria.

3. The board should agree the maximum amount of assistance each family can receive. The scheme should be overseen by the Principal.

4. Schools should endeavour to establish a written application procedure for those wishing to avail of assistance which should be agreed by the Board and published within the school. See **Appendix A** for a sample application form.

5. Boards not operating a book rental scheme are advised where possible to establish a Book Rental Scheme with the aim of reducing the cost of text books for pupils. See "Guidelines for Developing Textbook Rental Schemes in Schools" for further information.

Financial controls for the Book Grant

1. Detailed records must be maintained on the use of the grant. A summary list of the eligible pupils assisted, together with the amount of assistance granted in each case and their category of need under the scheme should be kept for each school year. Receipts signed and dated by the parents/guardians or other equivalent documentation should be retained as evidence of disbursements.

2. The book grant should be lodged in the school's main bank account.

3. The book grant disbursements and receipts should be shown as separate entries in accounts.

4. The school must operate normal internal controls and record -keeping applicable to receipts and payments.

5. A reconciliation of each school year's allocation showing receipts and disbursements supported by appropriate documentation should be performed. The reconciliation should be available to the Department upon request.

6. The book grant is ring-fenced income and therefore cannot be used for any other purpose. Examples of what the grant **cannot** be spent on include mock fees, exam papers, stationery and library books.

The unspent portion of the book grant must be deferred in the annual school accounts

Further information or clarification on any of the issues raised in this Guideline can be obtained from the FSSU.

Tel: 01-269 0677
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15th May 2019

Appendix A

School Name and Address
Book Grant Allocation for Needy Students 20XX/20XX (insert school year)

I / We wish to apply for a book grant towards the cost of textbooks for the school year 20XX/20XX.

Parents' / Guardians' Name(s) _____

Address _____

_____

_____

Son's / Daughter's Name(s)
_____ _____ Class/Year
_____ _____ Class/Year
_____ _____ Class/Year

Please tick ☐☐the reason for application

Hardship due to unemployment ☐ Illness of parent / guardian ☐
Large family / Inadequate means ☐ Single parent family ☐
Other circumstances of hardship ☐

Signed _____

Please return this form to the Principal by (date)

FSSU
Financial Support Services Unit

Teach Emmet, Baile an Mhuilinn, Baile Átha Cliath 14
Teil: 01 2690677 Ríomhphost: info@fssu.ie

Treoirlíne Airgeadais 2018/2019 - 31

Meánscoileanna Deonacha
agus
Pobalscoileanna agus Scoileanna Cuimsitheacha

An Scéim Deontais Leabhar Scoile do Scoláirí atá ar an nGannchuid

Réamhrá

Éilítear ar gach bord bainistíochta an Scéim Deontais Leabhar a fheidhmiú i gcomhréir le Ciorclán 0023/2008 "An Scéim Deontais Leabhar Scoile do Scoláirí atá ar an nGannchuid" ón Roinn Oideachais agus Scileanna agus a chinntiú go n-úsáidtear an t-airgead a chuirtear ar fáil de réir théarmaí agus coinníollacha na Scéime Deontais Leabhar, mar a leagtar amach sa chiorclán sin.

D'eisigh an Roinn an treoir seo a leanas i mí an Mheithimh 2012 "*An deontas leabhar atá ann cheana féin a chuireann an Roinn ar fáil, féadfaidh scoileanna rogha a dhéanamh é a leithdháileadh faoi chomhair ríomhleabhair a cheannach más mian leo déanamh amhlaidh*".

Tabhair do d'aire: Na ríomhleabhair a cheannófar tríd an scéim, ní mór dóibh a bheith ar an gcuraclam.

Feidhmiú na Scéime Deontais Leabhar

1. Ba chóir don Bhord a chinntiú go gcuirfear an ciorclán ar fáil do thuismitheoirí agus do mhúinteoirí ar láithreán gréasáin na scoile nó trína scaipeadh orthu de láimh.

2. Ba chóir don Bhord na critéir incháilitheachta a leagan síos agus a phoibliú go soiléir.

3. An t-uasmhéid cúnaimh a fhéadfaidh gach teaghlach a fháil, ba chóir don Bhord é a chomhaontú. Ba chóir don Phríomhoide maoirseacht a dhéanamh ar an scéim.

4. Ba chóir don scoil gach iarracht a dhéanamh nós imeachta déanta iarratas i scríbhinn a leagan síos dóibh siúd ar mian leo leas a bhaint as an gcúnamh, rud ba cheart don Bhord a chomhaontú agus a fhoilsiú sa scoil. Féach **Aguisín A** le haghaidh foirm iarratais shamplach.

5. Na boird siúd nach bhfuil scéim leabhar ar cíos á feidhmiú acu, moltar dóibh Scéim Leabhar ar Cíos a chur ar bun, más féidir ar chor ar bith é, d'fhonn costas na dtéacsleabhar do scoláirí a laghdú. Tá tuilleadh eolais le fáil ar láithreán gréasáin na Roinne faoi "Treoirlínte chun Scéimeanna do Théacsleabhair ar Cíos a Fhorbairt i Scoileanna".

Rialuithe Airgeadais maidir leis an Deontas Leabhar:

1. Caithfear taifid mhionsonraithe a choinneáil ar úsáid an deontais. Ba chóir liosta achomair a choinneáil gach scoilbhliain de na scoláirí incháilithe ar bronnadh cúnamh orthu, mar aon leis an méid cúnaimh a bronnadh i ngach cás agus an catagóir riachtanais faoin scéim. Ba chóir admhálacha arna síniú agus arna ndátú ag na tuismitheoirí/caomhnóirí, nó doiciméid choibhéiseacha eile, a choinneáil mar fhianaise go ndearnadh na híocaíochtaí.

2. Ba chóir an deontas leabhar a lóisteáil i bpríomhchuntas bainc na scoile.
   Na híocaíochtaí amach agus na fáltais a bhaineann leis an deontas leabhar, ba chóir dóibh a bheith scartha amach óna chéile sna cuntais.

3. Ní mór don scoil gnáthrialuithe inmheánacha agus gnáthchoimeád taifead a fheidhmiú maidir le fáltais agus íocaíochtaí.

4. Ba chóir réiteach a dhéanamh ar leithdháileadh gach scoilbhliana, agus na fáltais agus na híocaíochtaí amach, tacaithe le doiciméid chuí, a bheith léirithe ann. Ba chóir don réiteach sin a bheith ar fáil don Roinn ach é a iarraidh.

5. Ioncam imfhálaithe is ea an deontas leabhar agus ní ceadmhach é a úsáid chun aon chríche eile dá bhrí sin. I measc na rudaí **nach ceadmhach** an deontas a chaitheamh orthu tá scrúduithe bréige, páipéir scrúdaithe, stáiseanóireacht agus leabhair leabharlainne.

6. Mura gcaitear cuid den deontas leabhar, ní mór an méid sin a iarchur i gcuntais bhliantúla na scoile.

Is féidir tuilleadh eolais nó soiléiriú a fháil ar aon cheann de na saincheisteanna sa Treoirlíne seo ach dul i dteagmháil leis an FSSU.

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An 15 Bealtaine 2019

Aguisín A

Ainm agus Seoladh na Scoile
Leithdháileadh an Deontais Leabhar do Scoláirí atá ar an nGannchuid 20XX/20XX
(cuir isteach an scoilbhliain)

Is mian liom/linn cur isteach ar an deontas leabhar faoi chomhair costas téacsleabhar don scoilbhliain 20XX/20XX.

Ainm(neacha) na dTuismitheoirí/na gCaomhnóirí
_____

Seoladh
_____

_____

_____

Ainm(neacha) an Mhic/na hIníne
_____ _____ Rang/Bliain
_____ _____ Rang/Bliain
_____ _____ Rang/Bliain

Cuir tic sa bhosca cuí ☐☐ leis an gcúis leis an iarratas a chur in iúl

Cruatan de dheasca dífhostaíochta ☐ Breoiteacht tuismitheora/caomhnóra ☐
Teaghlach mór/Ganntanas acmhainní ☐ Teaghlach aontuismitheora ☐
Cúinsí eile cruatain ☐

Síniú _____

Cuir an fhoirm seo ar ais chuig an bPríomhoide faoin (dáta)