Appendix 4

School Books for Needy Students - A Sample Letter Template

Dear Parent / Guardian,

Each year the Department of Education and Science allocates a grant to this school to enable us to give assistance towards the purchase of school textbooks for students in need. The level of assistance available depends on the number of students eligible for support, the course being followed by the student and the level of the grant which the school receives.

The Department of Education and Science guidelines define a needy student as one from a family where there is

- Genuine hardship because of unemployment / short time working
- Prolonged illness of a parent
- Large family size with inadequate means
- Single parent families
- Other family circumstances indicating financial hardship

Indications of inadequate financial means include

- Families dependent on social welfare
- Families eligible for Family Income Supplement (FIS) or the Back to School Clothing and Footwear Scheme
- Families experiencing financial hardship because of particular circumstances

Entitlement to a medical card does not necessarily indicate eligibility.

In order to enable the school to allocate the Book Grant in the fairest way possible, we request parents / guardians who fulfil the criteria above to complete the enclosed Application Form and return it to ………………. (school office?) on or before (date).

Given the sensitivity of this issue, we want to assure you that all applications will be treated with the utmost confidentiality.

Yours truly,

…………………………………………..

Principal

School Name and Address

Book Grant Allocation for Needy Students 2005/2006

I / We wish to apply for a book grant towards the cost of textbooks for the school year 2005/2006.

Parents' / Guardians' Name(s)   _____

_____

Address   _____

_____

_____

Son's / Daughter's Name(s)

_____   _____ Class

_____   _____ Class

_____   _____ Class

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)