

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
info@fssu.ie

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)

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 fheidmiú 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 gcuirfead 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 cúnamh 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 cúnamh 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 fheidmiú 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 chúí, 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, stáiseanáireacht 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 saincheistanna sa Treoirlíne seo ach dul i dteagmháil leis an FSSU.

Teil: 01-269 0677
info@fssu.ie

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 cúí 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)