

Free Primary Schoolbooks Grant and Administration Support Grant

1. Introduction

The Primary Schoolbooks Scheme was introduced to remove the costs from families of funding schoolbooks for children and young people in recognised primary schools and special schools in the free education scheme. The scheme includes two grants:

- The **Free Primary Schoolbooks Grant** which provides free schoolbooks, workbooks, copybooks and, where possible, additional classroom resources for all children and young people in recognised primary schools and special schools.
- The **Administration Support Grant** supports schools with the implementation of the scheme.

Full details of the scheme are available [here](#).

2. Free Primary Schoolbooks Grant

The Free Schoolbooks Grant is per-capita funding and is based on validated enrolment figures on 30th September 2024. The funding will be paid to schools before the end of April 2025.

The per capita funding is as follows:

Programme	Per capita rate 2025/2026
Primary schools	€80
Junior Cycle in special schools	€309
Transition Year in special schools	€142
Senior Cycle in special schools	€295

- **Developing primary schools – rate €80 per capita 2025/2026**

The grant for Developing primary schools was calculated based on projected enrolment figures for 30 September 2025. However, if the validated enrolment on 30 September 2025 is less than projected, the school is liable to refund any excess schoolbook grant to the Department. The Department will be in contact with these schools before the end of the 2024/2025 academic year to ask for projected enrolment figures.

- **Exceptional circumstances**

Schools will be expected, for the main part, to absorb the cost of additional enrolments which occur within the normal course of changes in enrolments which take place throughout the school year.

As a general rule, an additional payment will only be made by the Department in situations where the number of new pupils enrolled after 30 September is equal to or greater than 10% of the 30 September 2024 enrolment figure or greater than 15 pupils, and where the school has insufficient Primary Schoolbooks Scheme funding to meet the additional costs.

Schools that wish to apply for additional funding under 'exceptional circumstances' should email primaryschoolbooks@education.gov.ie. The Department will send the school an application form where schools can provide relevant information about the additional enrolments. Such applications will be considered on a case-by-case basis.

3. Administration Support Grant

The Administration Support Grant will be paid separately to the Free Primary Schoolbooks Grant and will issue to primary schools before the end of June.

This grant can be used to employ a person/s to work for a specified number of days to carry out administrative work on the scheme or it can be used towards other administration costs such as purchasing a tracking/barcoding system for books or for covering of books.

The daily rate sanctioned by the Department for this work is €167.54 which includes holiday pay. The Department will provide an additional 11.15% to cover the employers PRSI cost.

The number of days allocated are based on the enrolment size of the school and are as follows.

Size of School (enrolment September 2024)	No of Days
0-100	3
101-300	4
301-599	6
>600	7

Payments made to individuals from this grant must be processed through the school's payroll system.

4. Financial Compliance

Invoices and receipts must be retained in the event of an audit or inspection by the Department, Financial Support Services Unit (FSSU) and/or the Comptroller and Auditor General. It is necessary for schools to retain, on school grounds, book lists, details of quotations received, invoices, receipts and any other relevant records in respect of all

expenditure for a period of seven years. Schools, on request, must provide the Department with a written statement of the expenditure of the grant and any remaining balances and other relevant information.

Schools must ensure compliance with Circular 13/2014 - Management of and Accountability for Grants from Exchequer Funds. Please refer to: [DPER Circular-13/2014](#).

5. Recording the grant receipt and expenditure on the schools accounting system in the year 2025/2026

The income and associated expenditure should be recorded appropriately in the school's accounts.

➤ Treatment of the Free Primary Schoolbook Grant and Expenditure

Nominal Code	Description	Type	Category
3151	Primary Free Schoolbook Grant	Income	Department of Education Income
4731	Primary Free Schoolbook Grant Expense	Expenditure	Education Other Expenditure

➤ Treatment of the Administration Support Grant and Expenditure

Nominal Code	Description	Type	Category
3152	Primary Free Schoolbook Admin Grant	Income	Department of Education Income
4113	Primary Free Schoolbook Admin Salaries Expense	Expenditure	Education Salary

6. Ownership

All schoolbooks remain the property of the school and are provided on loan to pupils. When a child leaves the school during the school year, the schoolbooks must be returned to the school.

7. Surplus funding

Any remaining grant funding can be carried forward to the next school year. It is important that schools consider their requirements to replace schoolbooks or purchase new schoolbooks in the following year when deciding how to use any surplus grant.

8. Further information

Full details of the scheme are available [here](#).

Any queries in relation to the primary schoolbook scheme should be sent to:
primaryschoolbooks@education.gov.ie.

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

Financial Support Services Unit

Tel: 01-910 4020

primary@fssu.ie

28th April 2025

Deontas na Leabhar Bunscoile in Aisce agus Deontas Tacaíochta Riaracháin

1. Réamhrá

Tugadh isteach Scém na Leabhar Bunscoile, chun costais a bhaineann le leabhair scoile do leanaí agus do dhaoine óga i mbunscoileanna aitheanta agus i scoileanna speisialta sa chóras saoroideachais a bhaint ó theaghlach. Cuimsíonn an scém dhá dheontas:

- **Deontas Leabhar Bunscoile in Aisce**, deontas a sholáthraíonn leabhair scoile, leabhair oibre agus cóipleabhair saor in aisce agus, nuair is féidir, acmhainní breise ranga do gach leanbh agus do gach duine óg i mbunscoileanna aitheanta agus i scoileanna speisialta.
- **Deontas Tacaíochta Riaracháin**, deontas a thacaíonn le scoileanna an scéim a chur i bhfeidhm.

Tá sonraí iomlána faoin scém ar fáil [anseo](#).

2. Deontas Leabhar Bunscoile in Aisce

Maoiniú in aghaidh an duine atá i gceist le Deontas na Leabhar Scoile in Aisce agus tá sé bunaithe ar líon bailíochtaithe na ndaltaí atá ar an rolla amhail an 30 Meán Fómhair 2024. Íocfar an maoiniú le scoileanna faoi dheireadh mhí Aibreáin 2025. Seo a leanas an ráta maoinithe in aghaidh an duine:

Clár	Ráta per capita 2025/2026
Bunscoileanna	€80
Teastas Sóisearach i gcás scoileanna speisialta	€309
Idirbhliain i gcás scoileanna speisialta	€142
Sraith Shinsearach i gcás scoileanna speisialta	€295

- **Forbairt bunscoileanna – Ráta per capita €80 2025/2026**

Maidir le bunscoileanna atá i mbun forbartha, ríomhadh an deontas le haghaidh tacaíocht riaracháin de réir na bhfigiúirí rollaithe réamh-mheasta don 30 Meán Fómhair 2025. Ach, más lú an líon rollaithe bailíochtaithe amhail an 30 Meán Fómhair 2025 ná an méid a tuaradh, tá an scoil faoi dhliteanas aon fhuílleach ó dheontas na leabhar scoile a aisíoc leis an Roinn. Beidh an Roinn i dteagmháil leis na scoileanna úd roimh dheireadh na bliana acadúla 2024/2025 chun figiúirí rollaithe tuartha a iarraidh.

- **Imthosca eisceachtúla**

Beifear ag súil, don chuid is mó, go gclúódódh scoileanna aon chostais a bhaineann le daltaí nuarollaithe a thagann chuig an scoil mar chuid de ghnáthathruithe rollaithe a tharlaíonn le linn na scoilbhliana.

Mar riail ghinearálta, ní dhéanfaidh an Roinn íocaíocht bhreise ach amháin i gcásanna inar mó, nó inarb ionann, líon na ndaltaí nuarollaithe i ndiaidh an 30 Meán Fómhair ná 10% den fhigiúr rollaithe amhail an 30 Meán Fómhair 2024, nó inar mó an líon ná 15 dhalta agus nach bhfuil go leor airgid ó Scéim na Leabhar Bunscoileanna ag an scoil chun na costais a chlúdach.

Iarrtar ar scoileanna ar mian leo iarratas a dhéanamh ar mhaoiniú breise mar gheall ar ‘imthosca eisceachtúla’ ríomhphost a chur chuig primaryschoolbooks@education.gov.ie. Cuirfidh an Roinn foirm iarratais amach inar féidir leis an scoil faisnéis ábhartha a sholáthar maidir leis na daltaí nuarollaithe. Déanfar iarratais a mheas cás ar chás.

3. Deontas Tacaíochta Riaracháin

Íocfar an deontas tacaíochta riaracháin ar leithligh ón deontas leabhar scoile agus eiseofar é chuig bunscoileanna roimh dheireadh mhí an Mheithimh.

Is féidir an deontas seo a úsáid chun duine/daoine a fhostú le bheith ag obair líon sonraithe laethanta chun obair riaracháin maidir leis an scéim a dhéanamh nó is féidir é a chur i dtreo costais riaracháin eile, amhail córas rianaithe leabhar, córas barrachóid nó chun leabhair a chlúdach.

Is é an ráta laethúil atá ceadaithe ag an Roinn don obair seo ná €167.54, lena n-áirítear pá saoire. Cuirfidh an Roinn 11.15% breise ar fáil chun costas ÁSPC an fhostóra a chlúdach.

Tá líon na laethanta a leithdháiltear bunaithe ar mhéid rollaithe na scoile mar seo a leanas;

Méid na Scoile (rollú Meán Fómhair 2024)	Líon Laethanta
0-100	3
101-300	4
301-599	6
>600	7

Ní mór íocaíochtaí a dhéantar le daoine aonair ón deontas seo a phróiseáil trí chóras párolla na scoile.

4. Comhlíonadh Airgeadais

Caithfear sonraisc agus admhálacha a choinneáil chun críocha iniúchta/cigireachta ag an Roinn, ag an Aonad Seirbhísí Tacaíochta Airgeadais (FSSU) agus/nó ag an Ard-Reachtair Cuntas agus Ciste. Caithfidh scoileanna na liostaí leabhar, sonraí na luachana a fuarthas, sonraisc, admhálacha agus aon taifid ábhartha eile bainteach leis an gcaiteachas go léir a choinneáil ar shuíomh na scoile ar feadh tréimhse seacht mbliana. Caithfidh scoileanna ráiteas scríofa ar chaiteachas an deontais agus aon iarmhéideanna atá fágtha agus faisnéis ábhartha eile a chur ar fáil don Roinn má iarrtar sin.

Ní mór do scoileanna a chinntiú go gcomhlíontar Ciorclán 13/2014, Bainistíocht agus Cuntasacht i leith Deontais ó Chistí Státhiste. Féach: [Ciorclán ón RCPA-13/2014](#).

5. An admháil deontais agus an caiteachas ar chóras cuntasáíochta na scoileanna sa bhliain 2023/2024 a thaifeadadh

Ba cheart an t-ioncam agus an caiteachas gaolmhara a thaifeadadh mar is cuí i gcuntais na scoile.

➤ Mar a dhéileálfar le Deontas na Leabhar Bunscoile in Aisce agus Caiteachas

Cód Ainmniúil	Cur síos	Cineál	Catagóir
3151	Deontas na Leabhar Bunscoile in Aisce	Ioncam	Ioncam ón Roinn Oideachais
4731	Costas Deontais Leabhar Bunscoile in Aisce	Caiteachas	Caiteachas Oideachais Eile

➤ Mar a dhéileálfar leis an Deontas Tacaíochta Riaracháin agus Caiteachas

Cód Ainmniúil	Cur síos	Cineál	Catagóir
3152	Deontas Riaracháin Leabhair Shaor in Aisce Bunscoile	Ioncam	Ioncam ón Roinn Oideachais
4113	Costas Tuarastail Riaracháin Leabhair Shaor in Aisce Bunscoile	Caiteachas	Tuarastal Oideachais

6. Úinéireacht

Is leis an scoil na leabhair scoile ar fad agus tugtar iad ar iasacht do dhaltaí. Nuair a fhágann leanbh an scoil i rith na scoilbhliana, ní mór na leabhair scoile a thabhairt ar ais chuig an scoil.

7. Maoiniú barrachais

Is féidir aon mhaoiniú deontais atá fágtha a thabhairt ar aghaidh go dtí an chéad scoilbhliain eile. Tá sé tábhachtach go ndéanfaidh scoileanna machnamh ar a gcuid riachtanas leabhair scoile a athsholáthar nó leabhair scoile nua a cheannach an bhliain dár gcionn agus cinneadh á dhéanamh acu maidir le haon deontas barrachais a úsáid.

8. Tuilleadh eolais

Tá sonraí iomlána faoin scéim ar fáil [anseo](#).

Iarrtar ort aon cheisteanna faoi scéim na leabhar bunscoile a chur chuig primaryschoolbooks@education.gov.ie.

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

An tAonad um Sheirbhísí Tacaíochta Airgeadais

Guthán: 01-910 4020

primary@fssu.ie

An 28 Aibreán 2025