

Meánscoil na mBráithre Críostaí, Cill Chainnigh
Christian Brothers Secondary School, Kilkenny.

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SCHOOL BOOKS GRANT SCHEME POLICY Mar 2020

School Name:	Christian Brothers Secondary School, Kilkenny
School Address:	James's Street, Kilkenny
School Details:	CBS Kilkenny is a Voluntary Roman Catholic Secondary School under the Trusteeship and the Patronage of the Edmund Rice Schools Trust. The School is grant aided by the Department of Education & Skills and is a single sex (boys) school.
School Management:	The Board of Management of CBS Kilkenny is a statutory Board appointed pursuant to the provisions of the Education Act 1998.

Mission Statement

Inspired by its founder, CBS Kilkenny aims to provide Catholic education in the Edmund Rice tradition. The school endeavors to be a caring Christian Community which promotes to the best of its ability the personal, spiritual, physical and intellectual development of its students.

Ethos

As an Edmund Rice School, CBS Kilkenny seeks to promote the five key elements of an Edmund Rice School as espoused by the ERST Charter:

- Nurturing faith, Christian spirituality and Gospel-based values
- Promoting partnership in the school community
- Excelling in teaching and learning
- Creating a caring school community
- Inspiring transformational leadership.

Introduction

The Schools Books Grant Scheme is available to post primary schools to help with the cost of school 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 school books. 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 mission statement and 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 for students in our CBS Kilkenny 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 taken into account when assessing students' eligibility.

Students who are in the care of foster families under arrangements made by the Local Health Office may not qualify for assistance under the School Books Grant Scheme.

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 May 5th 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) Vouchers/Books are made available to the parents/guardians of eligible students in early June. Copies and class materials are not supplied by the scheme.
- 5) Parents/guardians must sign for the vouchers/books
- 6) The participating book shops provide the school with an invoice of the books purchased
- 7) Every effort is made to maintain confidentiality. Where practicable, communication will be between the school and parents/guardians, rather than through students.
- 8) In a situation where some funds remain unclaimed in a given year, these funds will be allocated to purchase reading books for all classes throughout the school, in the expectation that all students will benefit equally
- 9) Reminder notices to return books will be sent out to parents of Third, TY and Sixth Year students during the last academic term.
- 10) Students are expected to return the books to the school on completion of their State Examination. These books can then be redistributed.

Maintenance of Books

All textbooks remain the property of the school, and students are required to handle them with care. Parents/Guardians sign an undertaking to this effect when collecting books and vouchers. The cost of lost/excessively damaged books is borne by the parents/guardians. If books have not been returned by the commencement of the next academic year, this may impact on a students' eligibility to the Book Scheme Grant in the future.

Discretion and 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 trustees if requested.

Approval

This policy has been approved by the CBS Kilkenny Board of Management.

Signed: _____
Chairperson, Board of Management

Date: _____