

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

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SCHOOL BOOKS GRANT SCHEME POLICY May 2023

<b>School Name:</b>	Christian Brothers Secondary School Kilkenny
<b>School Address:</b>	James's Street, Kilkenny
<b>School Details:</b>	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.
<b>School Management:</b>	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 (DE), 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 DE 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 DE.
- To ensure sensitivity and discretion in securing the required textbooks for students in our CBS Kilkenny whose families are experiencing significant financial hardship.

**The DE 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 qualify for the scheme.

**Procedure:**

- 1) Application can be made through the school app. Application must be submitted by a specified deadline 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) Books are made available to the parents/guardians of eligible students in early August. Copies and class materials are not supplied by the scheme.
- 5) Parents/Guardians must sign for the 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. The cost of lost/excessively damaged or defaced 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. General Data Protection Regulations came into effect in May 2018 and this policy has been reviewed with best practice as detailed in this legislation.

**Review**

This policy has been reviewed in accordance with CBS Kilkenny Child Safeguarding Statement and in line with the Children First Act (2015) and the Child Protection procedures for primary and post-primary schools.

**Approval**

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

Signed: \_\_\_\_\_  
Chairperson, Board of Management

Date: \_\_\_\_\_