

# Temple Carrig School

## Book Grant and Bursary Fund Procedures 2019

1. The School receives funds annually under the Book Grant scheme to help parents experiencing financial hardship with the cost of school books.
2. In Temple Carrig School, the Book Grant is marketed to parents as part of the more all-encompassing Bursary Fund.
  - 2.1 The Bursary Fund should be brought to parents' attention every time any request for payment/contribution is made so that no child should have to do without an item or activity for financial reasons.
  - 2.2 While funds for the Bursary Fund will be achieved from multiple sources including bequests, sponsorship, support from charitable organisations, etc, it is recognised that the intentions of the DES Book Grant Scheme is that it should be used for the purchase of schoolbooks.

Therefore, a key aspect of the Bursary Fund's activities should be encouraging parents to avail of the scheme as they encounter back-to-school costs and all summer mail-outs should advertise the fact that help for these costs can be accessed directly from the School.
3. **Criteria for Allocation**

In keeping with the School's distinctive Church of Ireland ethos, applications are taken "on trust" and no means-testing shall apply. The fact that a parent has requested assistance shall constitute the only criterion for eligibility for assistance and every effort shall be made to facilitate them.
4. **Administration of the Book Grant scheme**
  - 4.1 In Temple Carrig School, the scheme is administered by the Principal and the Clerical Officer. Under the terms of the Book Grant scheme the school principal has total discretion in deciding which students are most in need as well as the amount and form of assistance given to eligible pupils. However, for the purposes of good governance, it has been decided that the Clerical Officer shall be involved to check that everything is managed honestly and appropriately. The Principal shall rule on what grants shall be disbursed, the Clerical Officer shall issue payments and the Principal, in turn, should authorise these payments. In this way, the necessary system of checks and balances should be achieved.
  - 4.2 Parents shall be informed about the operation of the scheme and specifically that financial support is available from the Principal. Applications for assistance under the scheme should be made directly to the Principal.

- 4.3 Notwithstanding the involvement of the Clerical Officer outlined in Section 4.1 above, parents should be advised that any applications for funding under either the Bursary Fund or the Book Grant scheme shall be entirely confidential and strictly a matter between them and the Principal.
- 4.4 To encourage take-up of the scheme, no application process shall be applied. Instead, parents should be advised to contact the Principal directly and informally.
- 4.5 The Principal shall liaise with each family to discuss their need for financial assistance and to determine the required level of support. In some cases, a small contribution may provide invaluable help, while other families will struggle to afford any payments at all.
- 4.6 In cases of severe need, the Principal should also advise of other sources of funding such as Protestant Aid, St Vincent de Paul, the Glavey Fund, etc, and may assist families in making applications to such organisations.
- 4.7 All books are to be purchased through two agencies – Wriggle/Typetec Ltd (eBooks) and the Village Bookshop (hard copy books). This makes the scheme more confidential, easier to administer and allows the School to avail of discounted prices. In cases where parents have already purchased books, cash reimbursements may be paid, but this means of operating should be discouraged.
5. Record-keeping  
In keeping with the School's distinctive Church of Ireland ethos, records of families supported under the Bursary Fund should not be maintained – either in hard or soft format. The support allocated is given in faith and love and no record of charitable works is permitted. (Obviously, the Accounts Dept should keep appropriate financial records or payments to Wriggle/Typetec Ltd and to the Village Bookshop, but specific individual recipients should not be named).
6. Book Rental Scheme  
It has been decided not to operate a Book Rental Scheme as yet due to:
- expectation that all students will be using eBooks
  - a likely period of significant change in the books themselves as Junior Cycle courses are introduced
  - the time required to manage such a scheme

*Approved by the Board of Management following a consultation process with the Student Council, PTA Committee and Teaching Staff:*

*28<sup>th</sup> June 2019*