**Sample Letter to parents**

**School Books for Needy students**

Dear Parent / Guardian,

Each year the Department of Education allocates a grant to this school to enable us to give assistance towards the purchase of school textbooks for students in need. The level of assistance available depends on the number of students eligible for support, the course being followed by the student and the level of the grant which the school receives.

The Department of Education guidelines define a needy student as one from a

family where there is.

* Genuine hardship because of unemployment / short time working
* Prolonged illness of a parent
* Large family size with inadequate means
* Single parent families
* Other family circumstances indicating financial hardship
* Indications of inadequate financial means include.
* Families dependent on social welfare
* Families eligible for Family Income Supplement (FIS) or the Back-to-School Clothing and Footwear Scheme
* Families experiencing financial hardship because of particular circumstances

*Entitlement to a medical card does not necessarily indicate eligibility.*

In order to enable the school to allocate the Book Grant in the fairest way possible, we

request parents / guardians who fulfil the criteria above to complete the enclosed Application Form and return it to *{Enter school address}* on or before *{Enter Date}*.

Given the sensitivity of this issue, we want to assure you that all applications will be treated with the utmost confidentiality.

Yours truly,

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**Principal**