

ST. PATRICK'S CLASSICAL SCHOOL



BOOK RENTAL SCHEME POLICY And Senior and Junior Cycle Book Scheme and Stationery Provision

BOOK RENTAL SCHEME POLICY

Book Rental Scheme Policy Scope This is a whole-school policy that encompasses all students that attend St .Patrick's Classical School.

Relationship to the School's Mission/Vision/Aims

Administration, staff and parents at St .Patrick's Classical School seek to promote a secure and caring community environment and a well-balanced curriculum which is student centred, with parents recognised as the first educators and teachers as facilitators of the learning process. In partnership, we hope to provide an atmosphere, which encourages respect, responsibility and commitment, drawing forth the positive potential of each individual, thus equipping all students to take their place in life and work in the future. This policy aims to foster in students self-reliance, co-operation and responsibility in relation to their loan of books from St. Patrick's Classical School.

Rationale It is the policy of St. Patrick's Classical School to establish and maintain a book loan scheme, which is fair and equitable for all.

Goal:

- That all students are facilitated to have text books at minimum expense to their parents
- To ensure sensitivity and discretion in securing the required textbooks for students in our school, whose families are experiencing significant financial hardship.

Policy Content

Parents are informed before the start of the academic year of the cost of the rental/charges for the upcoming year. Parents can opt out and will be provided with a comprehensive book list.

Parents of incoming students are informed when an offer of a place in the school is being made.

Procedures for parents / guardians

- Parents / Guardians should complete the book loan scheme application form, refer to appendix
- Each parent / guardian is required to pay an administration fee as stated. This may be part of deposit.
- There should be a signed declaration by the parent / guardian stating that they agree to return all books loaned, in good condition, on the day of the final State Examination.

- Any student who loses or mislays a book will be asked to replace it.
- Reminder notices to return books will be given to students during the last academic term.
- If books have not been returned by the start of the next academic year, reminder letters will be sent to parent / guardian. This will be the responsibility of Book Rental scheme administrator.

Procedures for teachers

- Teacher subject groups meet in March/April to decide on textbook requirements for the upcoming year within budget allocation. Where possible the existing stock of textbooks is to be used.
- A final list for each year group/subject is presented to the Principal before the end of April.
- For this system to work effectively and efficiently the school needs to know the composition of all subject groups in each year by mid-April.
- Third Year, Transition Year and Sixth Year students return all texts at the conclusion of the State Examinations/year.
- Outgoing First Year, Second Year and Fifth Year students do not return their textbooks in May.

Purchasing Books

- Books are purchased, from an approved supplier, in line with DES procurement procedure.

Maintenance

- Students are actively encouraged to take proper care of texts on loan to them by the school
- Stocktaking of all books returned is carried out annually and the condition of books is monitored. At this stage a decision is made by the book rental personnel, in conjunction with subject teachers and the Principal, as to whether the stock of any particular text is of sufficient quality to be issued again. If deemed unusable they are sent for recycling
- Each student's textbooks are recorded on the system.

Distribution of Books

- Subject teachers procure books for their classes by completing a Requisition Form and getting it counter-signed by the Principal. The form is then passed on to the Book Coordinator for processing
- Texts are allocated by book rental personnel having been counted, recorded and checked. Students collect them from the Book Store/Head of Department and distribute them to the class.

Return of Books

- Books are returned into the system when students have finished using them.
- If books are not returned the book rental co-ordinator follows up on same.
- The cost of lost / excessively damaged books is borne by the student / parents.

Maintenance of Books

- Students are responsible for all textbooks issued to them by the school.
- While all textbooks remain the property of the school, students are required to handle them with care. Students and parents sign an undertaking to this effect in the student's journal.

Please Note

- Workbooks, copies, class materials and examination papers are not supplied by the scheme.

Roles and Responsibilities:

School

- To ensure sensitivity and discretion in securing the required textbooks for students in St .Patrick's Classical School.

Teacher

- The subject teacher, as part of subject departments, to decide on textbook requirements for the upcoming year, and where possible the existing stock of textbooks is to be used.

Student

- Students are responsible for all textbooks issued to them by the school.
- Students are responsible for returning all loaned books into the system when they have finished using them.
- The cost of lost / excessively damaged books is borne by the student / parents.

Monitoring and Evaluation Procedures

The Principal is responsible for ensuring that the monitoring and evaluating of the implementation and effectiveness of the policy takes place.

Review Procedures

Following Evaluation, appropriate changes and improvements are made to the policy and its implementation.

Senior and Junior Cycle Book Scheme and Stationery Provision

Objective:

This policy aims to outline the expectations of parents/guardians regarding the Senior and Junior Cycle Book Scheme and the provision of stationery packs by St. Patrick's Classical School, ensuring the proper care of school property and addressing responsibilities in cases of loss or damage.

Note: Schools are operating the School Book Scheme on a predefined and limited budget as determined by the Department of Education.

Note: It is important to note that the budget, as determined by the Department of Education, is subject to change annually and so we cannot guarantee the same provision year on year.

Book Scheme:

- The books provided under the book scheme remain the property of St. Patrick's Classical at all times. These books are on loan to students for the academic year and must be treated with care and respect.
- It is important to note that schools will continue to use books already in circulation under the school book rental schemes. Schools will also re-use the books purchased under this scheme.
- It is the responsibility of parents/guardians to ensure that students handle the books with care to facilitate their reuse by the school in subsequent years.
- Parents/guardians are expected to cover the cost of replacing any lost or damaged books, beyond ordinary wear and tear. This includes damage caused by negligence or mishandling.
- Books will only be replaced in *exceptional* circumstances and only when the budget allows.

Stationery Provision:

- St. Patrick's Classical will provide a standard stationery pack for all students, as outlined in Department of Education guidelines. This pack intends to cover basic stationery needs for academic purposes.
- **Parents/guardians should be aware that the provided stationery pack may not fully cover the total stationery and equipment requirements for all subjects.**
- Additional stationery or specialised equipment required for specific subjects may need to be acquired separately by parents/guardians. Parents will be notified of these additional requirements by the end of June annually.
- Parents/Guardians must replenish/replace used and/or lost stationery.

Responsibilities of Parents/Guardians:

- Parents/guardians are expected to support their child's education by ensuring they have the necessary materials for learning, including textbooks and stationery. This includes the safeguarding of books/equipment/stationery for the duration of the Senior or Junior Cycle as per school policy.
- Regularly checking and monitoring the condition of books and stationery items provided to students is encouraged. Any issues should be promptly reported to the school via the school app or school office.
- In cases of loss or damage to books or stationery, parents/guardians should notify the school immediately and arrange for replacement or reimbursement as required.
- Financial constraints should not hinder a student's access to education resources. Parents/guardians facing difficulties in meeting these obligations are encouraged to communicate with the school to explore available support options.

School Support:

- St. Patrick's Classical School acknowledges that unexpected circumstances may arise, and endeavours to work with parents/guardians to address any challenges related to the book scheme or stationery provision.
- The school will provide assistance and guidance as needed to ensure all students have access to the necessary resources for their education. However, **please note, Schools are operating the School Book Scheme on a predefined and limited budget as determined by the Department of Education.**

Review and Amendments:

- This policy will be reviewed periodically to ensure its effectiveness and relevance.
- Amendments may be made to this policy as deemed necessary by the school Board of Management, with consideration for input from relevant stakeholders.

St. Patrick's Classical School is committed to fostering a collaborative relationship with parents/guardians to support the educational journey of our students. We appreciate your cooperation and understanding in adhering to these guidelines for the benefit of all students and the school community.

Timeframe

This policy was first introduced and ratified in May 2016.

This policy was reviewed and ratified by the Board of Management on 19-05-2025.

Signed:

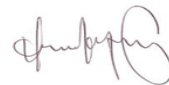


Fr. Gerry Stuart

Chairperson of Board of Management

Date: 19/5/2025.

Signed:



Mr. Harry Mc Garry

Principal/Secretary to the Board of Management

Date: 19/5/2025.

Appendix 1:

Parents will complete this form via the app before the beginning of each new Academic year

BOOK SCHEME CONSENT FORM

It is the policy of St .Patrick's Classical School to establish and maintain a book loan scheme, which is fair and equitable for all.

Please fill out this form and return it to the main school office at St .Patrick's Classical School.

NAME OF STUDENT _____ NAME OF

PARENT / GUARDIAN _____ CLASS

HOME ADDRESS _____

TELEPHONE HOME _____ MOBILE _____

I agree to return in good condition, all books, lent to my son, on the day of his final State Examination.

I agree to pay the cost of replacing lost / excessively damaged books that were loaned to my son.

SIGNED (PARENT / GUARDIAN) _____ DATE
