



Scoil San Treasa, Kilshanroe



ag forbairt le chéile

Book Rental Scheme Policy



Introductory Statement

This policy was formulated in 2010 after consultation with the teaching staff, the Parents Association and the Board of Management. This policy was reviewed and ratified by the Board on 02.02.2022.

Rationale

The purpose of the policy is to:

1. Reduce the cost of school supplies for parents/guardians.
2. Ensure a range of texts for each subject is available in the classroom.
3. Allow the school to consider other schemes to assist in the delivery of the curriculum with minimum cost to parents/guardians.

Operation of the Scheme

1. The Board of Management use the Book Grant to cover the cost of purchasing the new text books. This fund will go towards the scheme on a yearly basis.
2. A yearly rental charge will be charged to pupils. This will cover the cost of buying additional books or replacing books as required. This charge will be reviewed on a yearly basis.
3. The Parents Association will also provide money to assist in the purchase of new class sets of text books.
4. The charge to parents/guardians for book rental will vary depending on the year group of the child as more textbooks are used in the senior classes than the junior classes. The school is also conscious that parents/guardians of children in the junior classes will have to purchase more workbooks than parents or guardians of children in the senior classes.
5. The scheme will be administered by the Principal. Teachers, parents/guardians and the secretary will assist in the cataloguing of books, applying the school stamp and covering the books to assist durability. The classroom teacher will keep a record of all books given to a child and their condition prior to distribution and after collection. This will assist the school in ordering replacement books when required. A fee will be charged to parents/guardians for lost or damaged books. The amount will depend on the replacement cost of the books.
6. Each class teacher will collect books at the end of the year and will keep a record of books which were damaged or not returned.

This policy was reviewed and ratified by the Board of Management on 02.02.2022.

All policies are reviewed in rotation – see the Board of Management Policy Review Calendar.

Signature of the Chairperson

Brendan Holton
02.02.2022

Signature of Principal

Paul Cassidy
02.02.2022