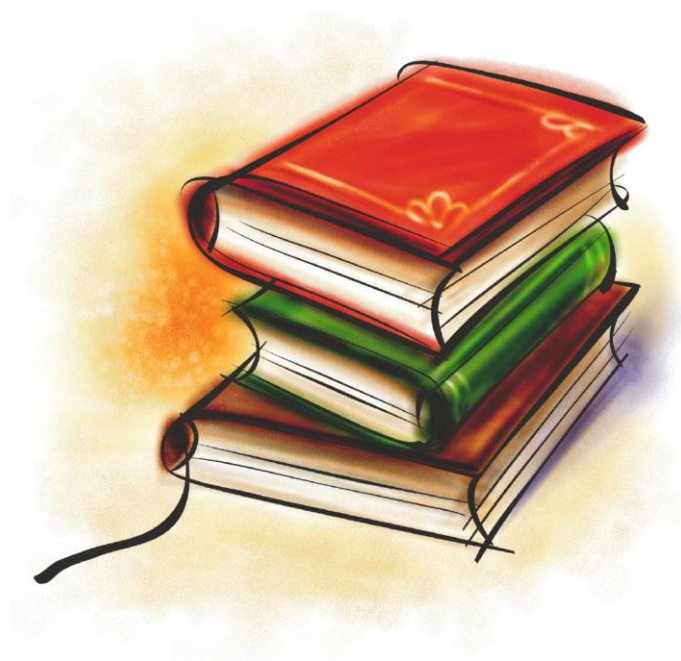


# **Coláiste Mhuire Co-Ed**

## **School Book Policy**



**January 2016**

## **Scope**

This is a whole-school policy that encompasses all students that attend Coláiste Mhuire Co-Ed.

## **Relationship to the School's Mission/Vision/Aims**

Administration, staff and parents at Coláiste Mhuire Co-Ed aspires to develop a caring and inclusive learning community which optimises the potential of each student.

This policy aims to foster in students self-reliance, co-operation and responsibility in relation to their loan of books from Coláiste Mhuire Co-Ed.

## **Rationale**

It is the policy of Coláiste Mhuire Co-Ed to establish and maintain a book loan scheme, which is fair and equitable for all.

## **Goal**

- That students are facilitated to have text books at minimum expense to their parents
- To ensure sensitivity and discretion in securing the required textbooks for pupils 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 of incoming students are informed during the induction process.

## **Procedures for parents / guardians**

- Parents / Guardians should complete the book loan scheme application form, refer to appendix 1.
- Each parent / guardian is required to pay a book rental fee per student as stated in summer correspondence.
- There should be a signed declaration by the parent / guardian stating that they agree to return all books loaned, in good condition, on the final day of the State Examination.
- Any student who loses, mislays or damages a book will be required to pay the full cost of a new book.
- Reminder notices to return books will be given to students during the last academic term.
- If books have not been returned by the end of academic year, parents will be charged for replacement books.

### **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 will return their books in May. Their books are inspected and books in poor condition are flagged with parents.

### **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 and must be paid in full by the beginning of the next academic year.

### **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.

**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 Coláiste Mhuire Co-Ed.

#### **Teacher**

- The subject teacher 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, monitoring and evaluating 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.

**Timeframe**

This policy was developed in January 2016.

Ratified by Board of Management

Published and circulated

The above Policy was ratified by the Board of Management of Coláiste Mhuire Co-Ed at a meeting

In: \_\_\_\_\_(venue) On: \_\_\_\_\_(date)

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

(Chairperson, Board of Management)

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

(Secretary, Board of Management)

## BOOK SCHEME APPLICATION FORM

It is the policy of Coláiste Mhuire Co-Ed to maintain a book loan scheme, which is fair and equitable for all. Please fill out this form and return it to the 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 / daughter at the end of each school year.

Books will be inspected during the school year and I agree to pay the cost of replacing lost / damaged books that were loaned to my son / daughter.

SIGNED (PARENT / GUARDIAN) \_\_\_\_\_

DATE \_\_\_\_\_