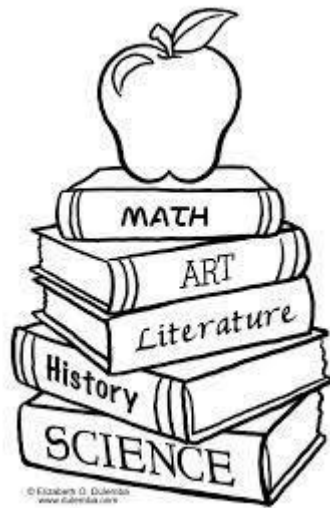




## Coláiste Mhuire Co-Ed

### SCHOOL BOOK LOAN POLICY



November 2020



**etb**

Bord Oideachais agus  
Oiliúna Thiobraid Árann  
Tipperary Education and  
Training Board

Policy Area	Schools
Document Reference number	CMCE/BOOKS/035/2
Version	1
Document Drafted by	<b>Coláiste Mhuire Co-Ed, Thurles</b>
Date previous version adopted by TETB	11 <sup>th</sup> June, 2019
Reviewed / Amended by School	November, 2020
Reviewed / Ratified by Senior Management Team – CE and Directors	7 <sup>th</sup> December, 2020
Date Noted / to be Noted by TETB	15 <sup>th</sup> December, 2020
Date of Withdrawal of Obsolete Document	7 <sup>th</sup> December, 2020  Document Ref. No. CMCE/BOOKS/035/1  Version No. 1

## **SCOPE**

This is a whole-school policy that encompasses all students who 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.

## **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 (OR STUDENTS WHERE STUDENTS ARE OVER 18)**

- Parents / Guardians (Students over 18) should complete the book loan scheme application form, refer to appendix 1.
- Each parent / guardian / Student over 18 is required to pay an administration fee as stated.
- There should be a signed declaration by the parent / guardian / student over 18 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 required 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.

## **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.

## **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 is 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 monitoring and evaluation 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.

### **TIMEFRAME**

This policy was developed in January 2016 and updated in November 2020.

Ratified by SMT / TETB : 7<sup>th</sup> December, 2020



## BOOK SCHEME

If you would like your child to avail of the book scheme option please return this form to:

**Name of Year Head**  
**Coláiste Mhuire Co-Ed**  
**Thurles**

**BY XXXXXXXX**

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

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): \_\_\_\_\_

SIGNED (Student where over 18)

DATE: \_\_\_\_\_