



BOOK RENTAL SCHEME

Ratified: June 2014

Review date: June 2017

BOOK RENTAL SCHEME

Bansha NS

1. Aim

In line with support from the Department of Education and Skills, pupils within the scheme are facilitated to have text books supplied to them at minimum expense to their parents/guardians.

2. Current Practice

- Parents are informed in May of the cost of the rental charges and the dates of collection of these fees for the upcoming year.
- Parents of the incoming pupils are informed at enrolment of the rental scheme and will receive details of same in May.
- Parents receive the terms and conditions of the scheme at the end of May/beginning of June and must agree to same in signature in order to participate in the scheme.
- Monies (deposit and rental) are collected in the first week in June and receipts are issued for same.

3. Annual Charges

- The annual charge may vary from year to year.
- Parents/guardians can discuss alternative methods of payment with the school Principal.

4. Procedure

- The staff and Principal will decide on the book list and additional requirements for the upcoming year. All existing stock of books are used.
- The final book list for each year is agreed and used to calculate book rental requirements for the coming year.
- Books supplied under the scheme may be new or used and are delivered to the pupils at the discretion of the book rental committee.
- All books under the book rental scheme will be fully covered and stamped with school details.

5. Purchase of Books

- Pupil numbers for the next academic year are calculated.
- Stock balances are deducted from orders.
- Book orders are placed and purchased from designated suppliers.

6. Maintenance

- Pupils are responsible for all textbooks issued to them by the book rental scheme and are actively encouraged to take proper care them.
- Pupils should handle them with care. Pen and pencil marks, water damage or torn books will not be accepted and must be replaced.
- All text books are covered by the school with clear plastic covers.
- All books supplied to pupils in the book rental scheme will be clearly labelled with the child's name.
- No sellotape or staples are permitted on the books.
- Teachers also have a vital role to play in the proper care and condition of the textbooks.
- Inspection of all books will take place on a designated date in early June each year. Teachers will inform the pupils that all text books are required on that day for inspection. The condition of the books is monitored.

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7. Distribution of Books

- All pupils availing of the book rental scheme will receive their books on the first day of the new school year.
- Booklists will be distributed in the normal manner each June.

8. Return of Books

- When books are finished in each class, they are returned to the book committee.
- A date is decided with the Principal as to the last date for all book returns from the teachers.
- The cost of lost or damaged books is borne by the parents.

9. Book Rental Scheme Membership

- Membership of the book rental scheme is at the discretion of the Board of Management of Bansha National School.
- All parents/guardians must read and accept the book rental scheme terms and conditions.
- Parents/guardians are asked to donate any suitable books to the book rental scheme.
- A rolling deposit of €10 will be required on each pupils entry to the book rental scheme. This deposit will be returned once a pupil leaves the scheme, provided the returned books are deemed in acceptable condition.

Policy Ratification

Signed on behalf of the Board of Management:

Chairperson: *Fr. Mícheál Hickey PP*

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