

Coláiste Chríost Rí



Book Rental and Stationery Provision Policy 2024/25

Coláiste Chríost Rí

Objective: This document aims to outline the operation of the Coláiste Chríost Rí book rental and stationery provision schemes. It also outlines the responsibilities of

- Parents/Guardians
- School Management
- Teachers
- Students

regarding the Junior & Senior Cycle Book Rental Schemes and the provision of stationery packs by Coláiste Chríost Rí.

The aim is to inform everyone fully, help ensure the proper care of all school property and address each person's responsibilities in cases of loss or damage.

Scope

This policy refers to both Junior Cycle and Senior cycle book rental and stationery provision schemes.

Notes

1. Schools are operating the School Book Rental and stationery provision scheme on a predefined and limited budget as determined by the Department of Education.
2. It is important to note that the budget, as determined by the Department of Education, is subject to change annually and consequently Coláiste Chríost Rí cannot guarantee the same provision year on year.

Book Rental and stationery provision Scheme:

- The books provided under the book scheme remain the property of Coláiste Chríost Rí at all times. These books are lent to students for the academic year, or part thereof, and must be treated with care and respect.
- All books in the rental scheme will be bar-coded and scanned into the system allowing for more efficient recording and tracking of textbooks etc. It is forbidden for anyone to remove or deface this bar code label.
- It is important to note that schools will continue to use books already in circulation under schoolbook 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 and to ensure that books are returned to Coláiste Chríost Rí in good condition to facilitate their reuse by the school in subsequent years.

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- **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.
- Students enrolling in Coláiste Chríost Rí (other than into first year, will receive books and stationery as appropriate to their year of entry
- Students leaving Coláiste Chríost Rí will be required to return ALL books, calculators and subject specific equipment which has been given to him under the scheme.
- Students changing levels, will also be required to return the textbook issued to him before receiving a new book, appropriate to his new level of study.

Stationery Provision:

- Coláiste Chríost Rí will provide a standard stationery pack for all students, as outlined in Department of Education guidelines. This pack is intended 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.
- Used and/or lost stationery is to be replenished/replaced by Parents/Guardians.

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 the students time in Coláiste Chríost Rí.
- Regularly checking and monitoring the condition of books and stationery items provided to students. Any issues should be promptly reported to the school.
- Notifying the school immediately in the event of loss/damage to the textbooks/equipment/stationery and arranging for replacement book etc. And reimbursement to the school 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.

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School Support:

- Coláiste Chríost Rí acknowledges that unexpected circumstances may arise, and will endeavour 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 Rental Scheme on a predefined and limited budget as determined by the Department of Education.**

Responsibilities of Coláiste Chríost Rí

- School staff will provide complete booklists for each class as requested by school management.
- Coláiste Chríost Rí will carry out periodic checks to assess the condition of students' books and stationery.
- All books in the rental scheme will be bar-coded and scanned into the system allowing for more efficient recording and tracking of textbooks etc. It is forbidden for anyone to remove or deface this bar code label.

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.

Coláiste Chríost Rí 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.

This policy was ratified by the Board of Management on _____.