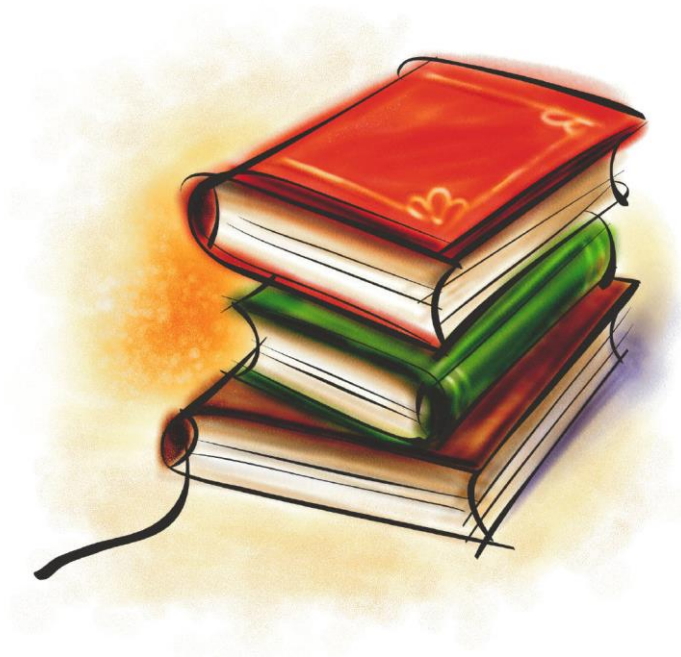


Coláiste Mhuire Co-Ed

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 _____