



St. Louis Secondary School, Monaghan.



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Book Rental Policy

Mission Statement

St. Louis Secondary School is a teaching and learning community committed to quality and excellence in education.

Our school recognises that each pupil is unique and has different gifts as well as different needs.

We recognise that a pupil's development is closely linked to a good self-image so we strive to present the school's total curriculum in a manner as to allow all to realise their full potential.

We see ourselves as working in partnership with parents to develop the gifts and to meet the needs of all.

We regard our school as an educational establishment within a Christian community characterised by care and justice.

It is our wish that our pupils leave us with enhanced self-confidence and with life skills and attitudes which will enable them to lead lives which may contribute to the betterment of society.

Aim:

- That all Junior Cycle students are facilitated to have textbooks and core classroom resources at no expense to their parents/guardian.
- This policy aims to foster in students' self-reliance, co-operation, and responsibility in relation to their loan of books from St Louis Secondary School.
- The scheme will automatically activate on enrolment for all 1st to 6th year students.

Policy Content

- The free Junior Cycle Schoolbooks Scheme will provide schoolbooks and core classroom resources to all children and young people enrolled in Junior Cycle years in post-primary schools in the Free Education Scheme. The introduction of this new scheme will eliminate the cost of schoolbooks and classroom resources for their families and will ease the financial burden facing families at back-to-school time.
- The scheme will ensure equity of access, where all children and young people enrolled in Junior Cycle years in post-primary schools in the Free Education Scheme can commence the new school year in 2024/25 with the same schoolbooks and classroom resources as other children and young people in their class.

St Louis Secondary School, Glen Road, Monaghan H18 AO79
Charity Register Number 20148041

- The scheme will roll out for 4th-6th years in September 2025

Background

A book rental scheme was established in our school some years ago and has remained in existence since then. In the early stages a small number of standard textbooks were provided through the scheme. With the passage of time, curriculum development and rises in cost of living, a more comprehensive scheme has been developed. The books supplied under the scheme will remain the property of the school. Books supplied under the scheme may be new or second-hand.

Procedures for School

- At the beginning of each academic year, the school will publish a full list of books, core resources, and additional equipment required for each year group.
return all books and additional equipment loaned by the school in good condition.
- Any student who loses, damages, defaces or mislays a book/resource will be asked to replace it, this cost will be incurred by the parent/guardian.
- Reminder emails/texts to return books will be given to students/parents during the last academic term.
- If books have not been returned by the deadline provided at the end of the academic year, parents/guardians will be billed for the full replacement cost of the books and resources on loan.

Procedures for teachers

- Teacher subject groups meet in March/April to decide on textbook/core resource 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 the academic year.

Maintenance of Books

- Stocktaking of all books returned is carried out annually and the condition of books is monitored and recorded. At this stage a decision is made by the book scheme personnel, in conjunction with subject teachers and the principal, as to whether the stock of any text is of sufficient quality to be issued again. If deemed unusable they are sent for recycling.
- Students are responsible for all textbooks issued to them and are actively encouraged to take proper care of texts on loan to them by the school.
- Books should be securely stored in a locker provided by the school.
- **All textbooks should be returned in excellent condition. Students must not write on or highlight the textbooks.** As mentioned above, parents/guardians will be required to replace or refund the cost of books that are returned in poor condition.

Distribution of Books

- Books will be distributed through the school in the month of August.

Return of Books

- Third- and Sixth-year students return all textbooks at the conclusion of the State Examinations or the school year. Books should be returned on a set date, which parents/guardians will be notified of during the last term.
- Workbooks do not need to be returned.
- All other students will retain their books over the summer months.
- Books are scanned back into the system when students have finished using them. If books are not returned the book rental co-ordinator follows up on same.

While we make an allowance for standard wear and tear, all marked, damaged or torn books must be replaced with new ones. Parents/guardians will be charged the cost to replace the book(s). Should a book be lost or damaged, then the Parents/guardians will be charged the price to replace that book.

The cost of lost/excessively damaged books is borne by the parents/guardians.

Note Additional Equipment

When all schoolbooks and core classroom resources under this scheme are provided, the school may use any surplus funding to purchase additional classroom resources.

Additional classroom resources cover resources used in Visual Art, Home Economics (pantry ingredients only) and Technology. In essence, additional classroom resources are the supporting materials for any subject or short course required by students to complete projects and practical elements of the curriculum, beyond schoolbooks and core classroom resources.

These resources do not include the hire of a school locker, the purchase of a physical education uniform.