



*Coinnigh an solas ar lasadh*

# St Patrick's National School

Slane, Co. Meath

(041) 982 4229

office@slanens.ie

www.slanens.ie

Roll No: 18040L

Principal: Paul O'Donnell

Revision No. 2

Date: Dec 2016

## Book Rental Scheme Policy

### Aim

The pupils within the scheme are facilitated to have text books and all additional requirements supplied to them at minimum expense to their parents/guardians.

### Background

The book rental scheme was set up in St. Patrick's N.S., Slane in January 2009 by a volunteer group of parents, known as the book rental committee. All parents/guardians had to donate their children's books to the scheme in order to make it financially viable from the start. With the passage of time, curriculum development and increased pupil enrolment, a more comprehensive scheme has been developed.

### 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 when an offer of a place in the school is being made.
- Parents receive the terms and conditions of the scheme at the end of May and must agree to same in signature in order to participate in the scheme.
- Monies are collected in the first week in June and receipts are issued.

### Annual Charges

- The annual charge may vary from year to year.
- To avoid confusion, the school office does not accept any book rental payments.
- The annual school book grant from the DES is distributed through the school to the book rental committee.
- Parents/guardians can discuss alternative methods of payment with any member of the committee or school Principal.

### Procedure

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



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## Purchase of Books

- Pupil numbers for the next academic year are calculated.
- Stock balances are deducted from orders.
- Books and all additional requirement orders are placed and purchased from a sole supplier.

## 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 book committee with clear plastic covers.
- Parents/guardians must apply small labels with their child's name on the text books.
- 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 by the book committee on the date of the school tour. Teachers will inform the pupils that all text books are required on that day for inspection. The condition of the books is monitored.

## Distribution of Books

- When the book list for each class is complete, they are sent home with each pupil.

## 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.

## Book Rental Scheme Membership

- Membership of the book rental scheme is at the discretion of the Board of Management of Slane National School.
- All parents/guardians must read and accept the book rental scheme terms and conditions.
- All existing pupils who wish to become new members of the scheme must donate their children's books to the scheme.

## Policy Ratification

Signed on behalf of the Board of Management:



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Chairperson: \_\_\_\_\_ Date: \_\_\_\_\_



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