

## **ST. MICHAEL'S BOOK RENTAL POLICY**

### **Rationale**

The Board of Management of St. Michael's Primary School, in this Policy, addresses the requirements of Circular 35/91, regarding the provision of a loan/rental scheme for school books.

### **Benefits**

In consultation with parents, Board of Management and staff, agreement was reached that the main benefits of such a scheme would be:-

- Significant savings in cost of text books to parents.
- Availability of books from the beginning of the school year
- Avoiding travelling and queuing for books in shops.

### **Implementation**

- The co-ordinator, with ultimate responsibility for the scheme is Ms. Orla Reid.
- A separate bank account for the rental scheme is set up and maintained.
- Ms. Reid, senior management and teachers finalise all decisions regarding the books on the scheme for each academic year.
- Decisions are made on costs, which books are part of the scheme, and the staged introduction of new books.
- Retail costs of books are explored including discounts for buying in bulk.
- Book covering options will be utilised.
- The scheme is voluntary. Book lists will be supplied to parents in the normal way.
- Purchase of workbooks, disposable materials and stationery will remain outside the scope of this scheme and will be the responsibility of the parents.
- The book rental scheme will cater for the individual needs of special needs pupils at the beginning of each academic year in consultation with the class teacher and support teacher.

- The rental charge will be collected in May each year. The money will be used to buy/cover/supplement/replace sets of books.
- Late fees cannot be accepted.
- A receipt will be issued to each child upon payment.
- All books will be stamped with the school stamp.
- Parents will sign and agree to the terms and conditions of the book rental scheme.
- The books supplied under the scheme will remain the property of the school and may be subject to inspection at any time by members of staff.
- Membership of the scheme is at the discretion of the Board of management and the School principal. Any pupil found to be abusing, defacing or disposing of rented books will be dismissed from the scheme.
- Pupils will receive rental books on first day of new school year. A record will be maintained.
- Books supplied under the scheme may be new or second hand. This is at the discretion of the Principal and Board of Management.
- Books may be supplied to some children at a reduced rate. This decision is the responsibility of the Principal, Deputy Principal and scheme co-ordinator. School books can be funded from the Department of Education and Skills book grant.

### **Evaluation**

This scheme will be reviewed annually. The following issues will be discussed:

- Money raised and methods of re-investing same into the scheme.
- Condition of books/new books to be purchased and added to scheme/price of new books.
- How to deal with families who have not paid or fully paid their account.
- How to minimise costs for the following year.

**Ratified by the Board of Management**

Date: .....

Date.....

Signed: .....

Signed.....

Principal

Chairperson of Board of Management