**Scoil Bhríde Book Rental Scheme Policy**

**Rationale:**

*In Scoil Bhríde we constantly try to keep school costs to a minimum and our book rental scheme saves parents/guardians a lot of money, in the long term, as the child progresses up through the school. The scheme is operated by the school staff on behalf of the Board of Management.*

**Benefits to a Book Rental Scheme:**

*There are many benefits for both parents and pupils:*

* *The scheme will greatly reduce the amount of money spent by parents each year on books*
* *School Books will be provided by the school on the first day of the year*
* *All pupils will have access to a much wider range of textbooks, as the school will purchase additional school texts*

*The scheme is voluntary. Booklists will be supplied to parents/guardians in the normal way.*

**Main points of the Scheme:**

* *The parents/guardians are charged a fixed sum each year to participate in the book rental scheme. This money is then used to buy/cover/supplement/replace sets of books which are used by children in the school. With careful management these books can last for many years and are replaced when out of date or in bad condition.*
* *A rental charge of €20 per year for Junior/Senior Infants and €25 for 1st-6th class will apply. The payment of this charge will secure the rental of all relevant textbooks as and when required throughout the school year. Purchase of copies, workbooks*
* *and stationary will remain outside the scope of this scheme and remain the property of the parents/guardians.*
* *To* ***qualify*** *for admission to the scheme and to ensure each child has the necessary books from the first day of school, the rental charge or the deposit must be paid in June 2017.*
* *Each parent/guardian will be required to read, accept and sign the book rental scheme terms and conditions which will be retained in the school.*
* *The books supplied under the scheme will remain the property of the school and may be subject to inspection at any time by a member of the teaching 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 and will be required to supply their own textbooks for the remainder of their time in the school.*

**Maintenance:**

* *Pupils are responsible for all textbooks issued by the book rental scheme and are actively encouraged to take proper care of them.*
* *Pupils should handle them care. Pen and pencil marks, water damage or torn books will not be accepted and must be replaced.*
* *All textbooks are covered with clear plastic covers and stamped with the school details.*
* *Small labels with the child’s name will be applied to the books by the school. Parents/pupils are not permitted to write their name on the book in any other place.*
* *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.*

**Return of Books:**

* *At the end of the school year the books are to be handed back to the class teacher.*
* *A date is decided with the Principal as to the last date for all book returns and parents/pupils will be informed in advance of this date.*
* *The cost of lost, damaged or unreturned books is borne by the parents/guardians.*

*The Department of Education and Skills Book Grant scheme will be operated separately from this scheme. Parents can only be included in the school Book Grant Scheme if they furnish the school with Social Welfare/Medical Card number details when returning the Book Rental Form in June each year. If a pupil is deemed eligible, a grant of €20 will be set against the rental charge. Security deposit of €5 will be payable by everyone.*

**Policy Ratification:**

*Signed on behalf of the Board of Management:*

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

***Review Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

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* *To* ***qualify*** *for admission to the scheme and to ensure each child has the necessary books from the first day of school, the rental charge or the deposit must be paid in* ***June 2018****.*
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**Policy Ratification:**

*This policy was ratified by the Board of Management in* ***May 2017****.*

***==============================================================================***

***Parental Consent Form***

I have read and accept the Scoil Bhríde Rental Scheme Policy.

Pupil’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I agree and enclose ------------------- for **2018-2019**.

I agree and enclose **€5** deposit with numbers: Medical Card No: ----------------------------

 Social Welfare No: ----------------------------

 FIS: ----------------------------

I do not wish to be part of the School Book Rental Scheme and will purchase all books.

Signed: --------------------------------------

 Parent/Guardian

Date: -------------------------------------