

## **BOOK RENTAL POLICY**

### **CONTEXT**

The Book Rental Scheme was set up in Ballinrobe Community School by the Board of Management in the early 1990's to assist parents with the cost of each child's education. Our Book Rental Scheme allows parents/guardians to rent their children's books each year, up to and including Leaving Cert year.

Please note that while we call this a Book Rental Scheme, the fees paid also cover many other items including, but not limited to: student insurance, student lockers, learning resources, materials and photocopying.

### **Operation of the Book Rental Scheme Policy**

- All school books to be used during any school year are selected by the teaching staff in each subject department.
- The Principal and the Deputy Principal operates the Book Rental Scheme with the assistance of the teacher responsible for it's co-ordination.
- Please note, parents/guardians may pay the book fee in instalments through the previous school year, full payment or at least one instalment must be made before the end of the school year i.e. End of May.
- Books must be returned in good condition when:
  - The Student completes their Junior Cert
  - The Student completes their Leaving Cert
  - The Student has decided to leave the school permanently
- The cost of lost or damaged books is covered by parents/guardians and this will be communicated to parents/guardians at the end of the school year.
- Parents/guardians of children in the school are informed by the end of January of the cost of the rental charges for the upcoming year.
- The school will always endeavour to keep the cost the same from year to year. However, these are subject to annual review and may be subject to change due to certain circumstances.
- The cost of the Book Rental is paid online and receipts are issued accordingly.
- If any child's Book Rental Scheme or instalment is not paid when students return to school, that child will not have any books on the first day of the new school year. Only when a payment is made will the child be given the books.

- If a parent/guardian is paying by instalments, the total cost for that school year must be paid if they wish to avail of the facility the following year.
- A reduced fee for the book rental is applied to families with more than one child. Contact the office for details.
- Parents/guardians of any incoming pupils are informed of our Book Rental Scheme when an offer of a place in the school is made. Similar to existing families, books will only be given to a child upon receipt of the Fee.

### **OPERATION OF THE SCHEME**

- The staff and Principal/Deputy Principal will decide on the book list and additional requirements for the upcoming year. All existing stock of books, once they are in good condition, will be used.
- Books supplied under the scheme may be new or used and are delivered to the pupils at the discretion of the Principal/Deputy Principal.

### **Maintenance**

- Pupils are responsible for all textbooks issued to them through the book rental scheme and are actively encouraged to take proper care them.
- Pupils should handle them with care. While we make an allowance for standard wear and tear, damaged or torn books must be paid for.
- If the cost of lost/damaged books is not made-up by parents/guardians by the end of the school year, the school may refuse membership of the Scheme for the following school year.
- The school will keep track of who is using the rented book by affixing a small label to each book.
- The condition of the books is monitored by class teachers.
- Ballinrobe Community School owns the books at all times.
- All students enrolling in Ballinrobe Community School are automatically members of the Book Rental Scheme.

This policy was ratified by the Board of Management on: *4<sup>th</sup> May 2021*

It will be reviewed on: *May 2024*