



Coláiste Pobail Acla

## School Book Rental & School Levy Policy

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## **1. Aim**

This policy aims to foster in student's self-reliance, co-operation and responsibility in relation to their loan of books from Coláiste Pobail Acla.

## **2. Background**

Historically there has been a book rental scheme available for students of Coláiste Pobail Acla. This scheme was set up to minimise the expense of school books for Parents/Guardians of students attending the school. With the passage of time, curriculum development including the Junior Cycle and increased student enrolment, a more comprehensive scheme has been developed. All students currently avail of the scheme.

## **3. Current Practice**

Parents/Guardians are informed in June of the cost of the rental/charges for the upcoming year. All information for charges is also available on our school website <https://colaistepobailacla.ie/our-school/school-info/#book-rental>. Parents/Guardians of incoming students are informed when an offer of a place in the school is being made (February/March). Traditionally payment was due in early October but from 2019/2020 incoming students will pay in June before the start of the school year. Parents/Guardians have the option to pay by instalment if required. This practice will apply to all year groups to enable the school to source, purchase and process books more efficiently at the start of the school year.

## **4. Annual Charges**

*Costs are subject to change annually due to curriculum and text updates.*

Our book rental scheme/school levy costs €125 per student (inclusive of €5 mandatory insurance cost). Where there are two or more family members in the school, the cost will be €105 per student. This money covers the cost of renting all school books (except exam papers and workbooks), together with the miscellaneous expenses such as lockers, photocopying, etc. (This is also referred to in Section 6 of our Transition Year Policy.)

If a student fails to pay the Book Rental/School Levy, school management reserves the right to withdraw any subsidies for guest speakers/trips throughout the year thereby charging those students the full amount for each event.

## **5. Procedure**

- Teacher subject groups meet in March/April to decide on text book requirements for the upcoming year. Where possible the existing stock of text books are re-issued.
- A final list for each year group/subject is presented to the Principal before the end of May.
- For this system to work effectively and efficiently the school needs to know the composition of all subject option bands in each year by the end of May. (As outlined in Sections 5 & 6 of our Subject Options Policy)
- Third Year, Transition Year and Sixth Year students return all texts at the conclusion of the State Examinations/Year
- Outgoing First Year, Second Year and Fifth Year students do not return their texts in May

## **6. Distribution of Books**

Textbooks will be distributed on commencement of the new school year. For subjects where a decision on subject levels or option subjects is required, these textbooks will be distributed by October.

Textbooks are prepared for issue (numbered, carded, repaired, covered, recovered, etc), in the Library. All textbooks are covered using a durable plastic cover. When teachers are issuing textbooks to students, they must ensure that each student signs and dates the issue card in the book on the next available line. Students should be informed that signing the card means that they have received the book in a reasonably good condition, and that a record is kept of the condition of every book distributed. All issue cards signed by students should be returned to the Librarian in the Library. Students should also keep a record of their school text book numbers in their journals.

## **7. Maintenance**

- Students are encouraged to take proper care of textbooks on loan to them by the school.
- Students are expected to keep their books in good condition while they have them, including repairing them if and when necessary.
- Except for a student's name on the cover or title page, students should not write on any school textbooks.
- Students are expected to return their books at the end of a course of study, i.e. after State exams, or at other times when asked by their teachers.
- Interfering in any way with the books of other students is not acceptable and will be dealt with in accordance with the Code of Behaviour.
- Students/ Parents/Guardians will be expected to pay the replacement costs of any textbooks lost, damaged beyond use, or unreturned.

## 8. Return of Books

- Textbooks availed of through the book rental scheme are recorded as ‘returned’ when students have returned them. Notes are recorded as to the condition of the books.
- Third Year and Sixth year students return all school textbooks in June, at the conclusion of their State Examinations.
- First Year, Second Year and Fifth Year students do not return their textbooks as they retain them until the completion of their examination cycle.
- Books must be returned in the condition in which they were distributed.
- Any textbooks deemed not re-usable by the school will be the liability of the student and Parents/Guardians.
- Reminder notices to return books are given to students or letters/texts are sent to Parents/Guardians.

## 9. Links with other School Policies and Documents

- DEIS Plan
- Code of Behaviour
- Transition Year Policy
- Subject Options Policy

## 10. Declaration

This Coláiste Pobail Acla Policy was formed following consultation with all staff, members of the Board of Management, Parents/Guardians and the Student Council. It is recommended that this policy be reviewed every three years or whenever it is deemed necessary by School Management. It was adopted by the Board of Management of Coláiste Pobail Acla on:

Signed: \_\_\_\_\_

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

Mr. Pat Kilbane

Chairperson of the Board of Management

Signed: \_\_\_\_\_

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

Mr. Paul Fahy

Board Secretary & School Principal (Acting)