



Colaiste Choilm

School Book Rental Scheme

Aim

That all students are facilitated to have textbooks at minimum expense to their parents.

Background

Colaiste Choilm managed a Book Grant Scheme. However, in line with DES advice, a Book Rental Scheme was introduced in 2013 with support from the Parents' Council.

Current practice

The scheme only applies to families in need, for example, the Dept of Education and Skills guidelines recommend dividing such families into the following categories:

ELIGIBILITY

1

For the purposes of the scheme, a needy pupil is a pupil from a family where there is genuine hardship due to:-

- *Unemployment;*
- *Prolonged illness of a parent;*
- *Inadequate means to support a large family;*
- *Being a single parent family;*
- *Other circumstances which would indicate a similar degree of financial hardship.*
- *N.B. entitlement to a medical card is not necessarily an indication of eligibility*

2

Such families may be divided into three categories as follows:

- a) *Families which are dependent mainly on social welfare payments;*
- b) *Families on low incomes from employment. Such families are likely to be in receipt of Family Income Supplement, which is a weekly cash payment by the Department of Social Welfare to help families at work on low pay, and/or be beneficiaries under the back-to-school Clothing and Footwear Scheme;*
- c) *Families which are experiencing financial hardship because of other particular circumstances in the home."*

Once, booklists have been agreed, parents are informed of the cost of the rental/charges for the upcoming year. Parents of incoming 1st year students are informed of Book Rental Scheme when an offer of a place in the school is being made (approx. December/January). Application/eligibility forms for the Book Rental Scheme issue to parents before the end of May/June. Payment is due in by the end of May/June for all participating students. This practice of payment in advance allows the school to source, purchase and process textbooks before the commencement of the school year.

The school is not charging a security deposit but parents/guardians should note that full compensation for lost or damaged textbooks will be required in the event that a textbook is deemed unusable for future use by the school. Membership of the Book Rental Scheme is at the discretion of the School Principal. Any pupil found to be abusing, defacing or disposing of rented textbooks will be dismissed from the scheme and will be required to supply their own textbooks for the remainder of their time in the school.

Annual Book Rental Scheme Fees

1st Year	€100-
2nd Year	€100-
3rd Year	€50-
5th Year	€150-
6th Year	€50-
Transition Year	N/A

Parents participating in the Book Rental Scheme must complete and return eligibility/application form along with payment, or confirmation of payment, by mid-June. Payment can be made online, via “Easy Payment Plus” on the school website www.colaiestechoilmswords.ie, by card transaction over the phone or by cash/cheque via the School Office. Please note the above mentioned fees are mandatory to participate in the Scheme and are non-refundable. To participate in the Book Rental Scheme eligibility/application form must be completed and returned to the School Office before the agreed deadline irrespective of payment method.

In the event of over subscription the final decision of participation rests with the School Principal. By applying and paying for the Book Rental Scheme parent(s) are agreeing to the terms and conditions of this Policy, as detailed in the school’s Code of Behaviour which students/parent(s) sign.

Procedure

Teacher subject groups meet in February/March to decide on textbook requirements for the upcoming year. Where possible the existing stock of textbooks are re-issued.

A list for each year group/subject is presented to the Principal before mid-April.

For this system to work effectively and efficiently the school needs to know the composition of all subject groups in each year by the end of April.

Third Year and Sixth Year students return all textbooks in June at the conclusion of their State Examinations/year. i.e. Third Year students return their textbooks issued via the Book Rental Scheme for 1st to 3rd year, and 6th Year students return their textbooks issued for 5th to 6th Year).

Outgoing First Year, Second Year and Fifth Year students do not return their textbooks in May, they must retain all textbooks issued via the Book Rental Scheme, until the completion of their state examination cycle e.g. textbooks, availed of through the Book Rental Scheme which are required for the entire 3 year Junior Cert Cycle or the entire 2 year Leaving Cert Cycle must be retained until student completes 3rd or 6th year respectively, at which point all textbooks, availed of through the Book Rental Scheme, for Junior Cert Cycle/Leaving Cert must be returned after student has completed his Junior Cert/Leaving Cert State Exam.

Books must be returned in the good condition in which they were distributed. Any textbooks deemed not re-usable by the school will be the liability of the student/parent. Failure to comply may result in student/parent being liable for re-imburement for un-useable textbooks and/ or withdrawal from Book Rental Scheme for the following year.

Purchasing books

Books are purchased, where possible, from a sole supplier, in line with the DES procurement procedures. After the specified deadline the school places the order with the relevant supplier with the intention of having the books ready for distribution at the beginning of the school year. For subjects where a decision on subject levels or option subjects is required in September/October – a separate order will be placed for these textbooks and will be distributed to the Book Rental participants by October.

Please note that school journal, workbooks, exam papers, copy books, dictionaries, log tables and stationary are not included in the Book Rental Scheme. “Textbook/Workbook Packs” are included, however, if the workbook is sold separately it is not eligible to be included in the Book Rental Scheme.

Maintenance

Students are actively encouraged to take proper care of textbooks on loan to them by the school.

Stocktaking of all textbooks returned is carried out annually and the condition of textbooks is monitored. At this stage a decision is made by the Book Rental personnel, in conjunction with subject teachers and the School Principal, as to whether the stock of any particular textbook is of sufficient quality to be issued again. If deemed unusable they are sent for recycling The textbooks supplied remain the property of the school. Membership of the Book Rental Scheme is at the discretion of the School Principal. Any pupil found to be abusing, defacing or disposing of rented textbooks will be dismissed from the Book Rental Scheme, be liable for re-imburement for those textbooks and will be required to supply their own books for the remainder of their time in the school. Please note textbooks issued via the Book Rental Scheme will be sourced from second-hand and/or new supplies.

Each student’s textbooks are recorded on a school system. All new textbooks are covered using a durable plastic cover.

Distribution of books

Textbooks availed of through the Book Rental Scheme will be distributed on commencement of the new school year. For subjects where a decision on subject levels or option subjects is required in September/October – a separate order will be placed for these textbooks and will be distributed to the Book Rental participants by October.

Return of books

Textbooks availed of through the Book Rental Scheme are recorded when students have returned them. If textbooks are not returned the Book Rental personnel must follow up on same. The cost of lost/excessively damaged textbooks is borne by the student/parents.

Maintenance of books

Students are responsible for all textbooks issued to them by the school. While all textbooks remain the property of the school, students are required to handle them with care.

Subject teachers play a vital role in ensuring the care and condition of textbooks

Appendix I School Book Rental Application/Eligibility Form