



Moate Community School Book/Locker Policy

This policy is rooted in the Mission Statement and aims of the school, fostering partnership between parents, teachers and the community in the interest of children's learning. All members of the school community will be treated with respect and compassion irrespective of social, racial, sexual or ethnic background.

Aim:

- The school has a policy which ensures that every student taking part in the book scheme receives all books required (excluding resource books ie. atlas, dictionary exam papers, etc.) for their educational needs in the classroom.

Books:

- The fee for books shall be set by the Management of the school and this fee will be communicated to parents in June in preparation for the coming year.

2022/2023:

1 st -3 rd	: €170
TY	: €150
5 th	: €180 (incl cost of LC poetry book)
6 th	: €170

- Parents will have the option of paying using an online system or by cash/cheque on the first day of school.
- Special consideration is given to families who may find even the nominal charges difficult to manage. Strict Department of Education and Skills Guidelines are adhered to in such cases.
- The book refund scheme supported by the Department of Education and Skills will be open to all students.(Book refund form: Appendix 1)
- As the curriculum constantly changes to meet modern educational requirements our school has a policy of tackling these changes at source and providing the most up to date text books at all times for our students. Each subject department will be consulted at the end of each academic year as to their needs.
- 3rd & 6th years will be allowed to keep their books in their lockers for the following year.
- 1st, 2nd & 5th years will get the majority of their books in their lockers when they return to school in August/September.
- Tutors will get all students to their book form itemising each book they have at the start of the year and after Easter to ensure accuracy
- Tutors will collect 1st and TY books in May of each year.
- All books will be covered and should be kept in good condition. Lost or damaged books must be replaced
- All books will be added to the book stock record when purchased and books which are disposed of will be indicated.
- A stock take of all books will be kept for inspection.
- A system of labelling and tagging all books began in 2021 with first year book and will be built on in 22/23



Lockers:

- All students 1st – 3rd, 5th – 6th will be allocated a locker under the following conditions:



Keep their code secret



Keep their locker tidy and locked at all times

Review Procedure:

This Book Rental policy will be reviewed regularly by the SDP Team in consultation with teaching staff and all other relevant partners for ratification by the Board of Management and Trustees.

Date: _____

Chairperson of the BOM: _____



Moate Community School Book Loan Scheme



Only complete one form per family and return to the office by
Friday 17th November
You may be entitled to a refund on the Book Scheme.



In accordance with Circular letter No 0030/2007 of the Department of Education grants towards books and accessories may be paid to the children of parent(s) in the following circumstances :(Please see the circular for further details)

- Families that are dependent mainly on social welfare payments.
- Families on low incomes from employment.
- Families that are experiencing financial hardship because of particular circumstances in the home.
- Pupils who are in the care of foster families.

Name of Parent/Guardian:

Address:

Name of student (s):	Class Group/Year

Do you hold a medical card? (Please circle)

Yes

No

Please attach copy of card with application

Please outline clearly the circumstances which entitle your family to a book refund:

Signed: _____ **Date:** _____