



## Moate Community School

### Book/Locker Policy Book

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.
- The introduction of free books for post primary students 1<sup>st</sup>-3<sup>rd</sup> year will be considered when notification is received from the Department of Education. A fee for lockers/journal/insurance/photocopying etc will remain in place.
- 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.
- 3<sup>rd</sup> & 6<sup>th</sup> years will be allowed to keep their books in their lockers for the following year.
- 1<sup>st</sup>, 2<sup>nd</sup> & 5<sup>th</sup> years will get the majority of their books in their lockers when they return to school in August/September.
- Tutors will collect 1<sup>st</sup> 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.

#### Lockers:

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



Keep their code secret

Keep their locker tidy and locked at all times

Re Ratification/Review Procedure:

This Book Rental policy will be ratified/ reviewed regularly.

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

Chairperson of the BOM:\_\_\_\_\_