



Reviewed November 2024

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 receives all supports/resources and books as indicated by the relevant Circulars/direction from the Department of Education (DE).
- As circulars/directions are issued (expected in January 2025) they will be always adhered to.
- Resources and staffing will be put in place to ensure the smooth and efficient running of the free book scheme.

Books:

- There is no book fee for Junior Cycle students as all of the schoolbooks will be provided, as directed by the Department of Education circular. Books given to students remain the property of the school.
- A nominal fee will be set for each year group to cover additional expenses not covered under the free book scheme eg. reports, photocopying, insurance etc
- The fee 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 following will apply: 2024/2025:

1 st -3 rd	:	€50
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 Guidelines are adhered to in such cases.
- The book refund scheme supported by the Department of Education will be open to all students in TY/5th/6th year (2024/2025). (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 textbooks at all times for our students. Each subject department will be consulted at the end of each academic year as to their needs.
- 2nd & 5th years will be allowed to keep their books in their lockers for the following year.
- Incoming 1st, 2nd & 5th years will get the majority of their books in their lockers when they return to school in August/September.
- 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 is in place

Stationary/Classroom resources:

- 1-3rd stationary and classroom resources are covered under the free book scheme.
- All students will receive one calculator in the Junior cycle programme.
- Hardbacks/copies etc will be allocated to all Junior cycle students.
- Some digital resources will be made available under the scheme e.g. study clix
- All exam papers will be provided to all Junior Cycle students.

Lockers:

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



The code is kept secret



The locker is kept tidy and always locked

Reference:

Gov .ie

Flyer re books

Review Procedure:

This Book Rental policy will be reviewed regularly by the SSE 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: _____