



Book Rental Policy

**St. Nessian's National School
Mungret
Co. Limerick
Roll No. 14409N**

Aims:

- To provide at significant cost savings / minimum cost to the parents / guardians of the school as many school textbooks as can be provided within the scope of the book rental scheme
- To ensure as far as is possible that all children in the Book Rental Scheme will have access to all necessary school textbooks from the beginning of the school year
- To ease the financial pressure on families through spreading return to school costs over a longer period of time

Background:

Book rental schemes have been in operation in different classes for the past number of years. The Board of Management decided to formalise and centralise these schemes during the school year 2014 – 2015. The co-ordination of this was included in the duties attached to a promoted post of Assistant Principal.

A consultation committee was set up comprising of The Principal, Deputy Principal, Assistant Principal and three teacher volunteers along with two parent volunteers. This committee met on a number of occasions to discuss the book rental scheme and to draw up this policy.

Administration of the Scheme:

The Book Rental Scheme will be administered by a committee under the guidance of the Book Rental Coordinator. This committee will make decisions regarding the Book Rental Scheme on an ongoing basis.

Membership of the Scheme:

Membership of the Scheme is open to the parents of all children attending St. Nesson's National School at the discretion of the Principal and the Board of Management. Membership is voluntary but parents who chose not to become members must purchase all core textbooks for their children. They will be also required to make a contribution towards the cost of supplementary books used in their child's class such as Literacy Lift Off books, Guided Reading books, etc. Partial membership of the Scheme will not be allowed.

Membership of the Scheme will only be open for a two week / ten day period in May of each school year and will be advertised to parents by way of text and / or email and / or written note. No application to join the Scheme will be accepted outside of these dates except for the incoming Junior Infant classes and children joining a class in September or during the school year as outlined below. Parents wishing to become members will be required to sign a contract agreeing to the conditions attached to membership.

Deposit:

All parents wishing to join the scheme will be required to pay a once off deposit of €15 (subject to change in future years). This deposit will be held within the school and will be returned to the parents when the child leaves the school and all books rented under the Scheme have been returned in good condition. The deposit will be used to replace books lost, damaged or destroyed in cases where the parents do not replace such books. In such cases, parents will not be allowed take part in the Scheme for future years until either they pay to the school any costs in excess of the €15 incurred in replacing lost, damaged or destroyed books and pay the €15 deposit to the school again or they pay to the school the amount spent from the €15 deposit used in replacing lost, damaged or destroyed books.

Costs:

The rental costs for the school year 2015 – 2016 will be as follows. These rental costs may be changed year on year at the discretion of the committee.

Class	Cost to Parents in the Scheme (Excluding once off deposit)
Junior Infants	€5
Senior Infants	€5
First Class	€10
Second Class	€20
Third Class	€35
Fourth Class	€35
Fifth Class	€35
Sixth Class	€35

Operation of the Scheme:

In term three of each school year, parents who chose to become members will be asked to pay the rental fee to the school and will also be asked to sign a contract stating that books rented under the scheme will be returned in good condition at the end of the year. For the initial year of the Scheme (2015 – 2016), parents will be required to pay the once off deposit in May 2015. Parents of incoming Junior Infant children and the parents of those enrolling in other classes who chose to become members will be required to pay the deposit and book rental costs at the start of the school year. Parents of children joining a class during the school year who wish to become members of the scheme will be also required to pay the once off deposit and the rental costs on the child's first day in the class.

Books will be given to the children on the first day of each school year and at different times during the school year and will be collected back from the children in June. Books will be checked for damage and the committee will contact parents on this matter if the need arises.

Books will be stored over the summer holidays in the relevant classrooms.

Book Lists:

Booklists issued to parents in May / June who chose to become members of the Scheme will only include those items not covered under the rental scheme. Parents who chose not to become members of the scheme will receive a full booklist. **Books covered under the rental scheme may not be changed for a minimum of 4 school years beginning with the school year 2015 – 2016. All changes will be made in consultation with the Principal with due regard for the available budget and the School Plan.**

S.E.N. Children:

Where possible, children who are operating on a differentiated curriculum will be catered for under the terms of the scheme.

Ownership of the Books:

Ownership of books rented out under the terms of the Scheme will remain at all times the property of the school and may be subject to inspection at any time by a member of the school staff.

Sample Application Form / Contract:

Appended

This Policy was ratified by the Board of Management at its meeting of 7 May 2015.

This Policy will be reviewed annually.

The next review will take place in early March 2019.

Book Rental Scheme 2018-2019

Application Form / Contract



Child's name: _____

Child's present class: _____

Child's present teacher: _____

Date: _____

I / We the parent(s) / guardian(s) of _____ wish to apply for admission to the Book Rental Scheme in St. Nessian's N.S. and agree to abide by all of the conditions of the Scheme as laid out by the school management.

Terms and conditions for membership of St. Nessian's N.S. Book Rental Scheme

1. I / We understand that membership of the Book Rental Scheme is at the discretion of the Principal and The Board of Management.
2. The books supplied under the Scheme will remain at all times the property of the school. They will be subject to inspection at any time by a member of staff.
3. I/We agree to pay the once off deposit to the school and to pay the annual rental fee within the time period as advertised annually by the school. The deadline given is absolute.
4. I/ We agree that I/we will endeavour at all times to ensure that the books rented by me/ us under the Scheme will be kept carefully and will be returned to the school in June of each year of membership ,in good condition.
5. Any pupil found to be abusing, defacing or disposing of rented books will be dismissed from the Scheme and his/her parent(s) / guardian(s) will be required to provide all books for the remainder of his/her time in this school.
6. If books are lost or damaged parents / guardians will be asked to replace the book(s) at their own cost. If book(s) are not replaced the School will use the deposit paid on first joining the Scheme towards replacing or part replacing any book(s) lost or damaged.
7. **I /we understand that membership of the Scheme will be denied to me/ us for future years if I /we do not pay the School (a) any costs in excess of the € 15 incurred in replacing lost, damaged or destroyed books and (b) the €15 Deposit required to rejoin the Scheme.**
8. Books supplied under the Scheme may be new or second-hand at the discretion of the Principal and the Board of Management.

I / we have read the terms and conditions.

Signed: _____

Signed: _____

Date : _____

Date: _____

Please Tick:

1. I have made an E-Payment of €35 to the school

