



Book Rental Scheme Policy

Aim

That all students are facilitated (within the means of the school) to have text books at minimum expense to their parents. While the grant allocated to the school will not cover the full cost of book rental for all families, the school will endeavour to support as many families as possible. For the academic year 2023-24, the scheme will continue to be extended with automatic enrolment for all students.

Background

A book rental scheme was established in our school some years ago and has remained in existence since then. In the early stages a small number of standard text books were provided through the scheme. With the passage of time, curriculum development and increased student enrolment, a more comprehensive scheme has been developed. All families have an opportunity to avail of the scheme and the school endeavours to support as many applicants as possible. Families have the option to exclude themselves from the scheme and secure their own textbooks upon request.

Current practice

Our intention is to expand our book rental to everyone in the school and our book rental application process for the coming year reflects this. **(NOTE: Only new students transferring to our school from another school will need to apply for book rental for next year.** Please read the information that applies to your individual situation below.)

- Incoming first year students will automatically be enrolled in our book rental scheme. Information outlining the cost and conditions will be issued to parents in Spring each year.
- Current 1st year students progressing onto 2nd year will automatically be enrolled in the book rental scheme for the coming academic year. Information outlining the cost and conditions of the book rental scheme will be issued in Spring each year.
- Current 2nd year students progressing onto 3rd year will automatically be enrolled in the book rental scheme for the coming academic year. Information outlining the cost and conditions of the book rental scheme will be issued in Spring each year.
- Current 3rd year students opting for TY – Books are to be returned to the school at the end of the Junior Cycle. Those students who are opting for Transition Year will have their book rental deposits returned to them in late August/early September each year, provided that all the terms of the book rental agreement have been met. Transition year students will not need to avail of the scheme.
- Current 3rd year progressing onto 5th year will automatically be enrolled in the book rental scheme for the coming academic year. Information outlining the cost and conditions of the book rental scheme will be issued in Spring each year. 3rd year students who have availed of book rental in 3rd year must return their Junior Cycle books to the school at the end of Junior Cycle. The deposit paid will be held for book rental in 5th year.

- Current 5th year students progressing onto 6th year will automatically be enrolled in the book rental scheme for the coming academic year. Information outlining the cost and conditions of the book rental scheme will be issued in Spring each year.
- Current 6th year students – Books are to be returned to the school at the end of the State Examinations. Upon return of the books in a good condition, the book rental deposit will be returned in late August / early September each year.
- **Students transferring from another school will have to make an application to avail of our book rental scheme.** The application form will be provided in Spring each year or upon enrolment, whichever is earlier, and the date of return will be notified.

Annual Charges

The maximum rental charge per annum is €120 excluding €25 deposit, which must be paid by all availing of the scheme. The amount charged for rental is determined by the number of applications received and may vary from year to year. The annual grant from the DES is distributed throughout the school and covers the shortfall caused by families unable to pay. Parents have the option to pay by instalment.

Procedure

Teacher subject groups meet in early May to decide on text book requirements for the upcoming year. Where possible the existing stock of text books is used and teachers must inform Management well in advance if they wish to change a text book from the previous year, outlining in writing the reasons for the change. A final list for each year group/subject is presented to the Deputy Principal before the end of May. These book lists are given to the book rental co-ordinator and in addition, are published to parents. Parents will also be published with a materials list.

Third and Sixth year students return all textbooks at the conclusion of the State Examinations or the school year. Upon return of the books, the €25 deposit will be returned to 6th year parents, providing that **all textbooks** are returned and in a reasonable condition. Workbooks do not need to be returned. 3rd year deposits will be held for book rental in 5th year.

All other students will retain their books over the summer months. Where the rental fee is unpaid, the school reserves the right to cancel the rental agreement and repossess the books issued under that agreement.

Purchasing books

Books are purchased, where possible, from a sole supplier, in line with the school's procurement procedure.

Maintenance

Students are actively encouraged to take proper care of texts on loan to them by the school. Stocktaking of all books returned is carried out annually and the condition of books is monitored. At this stage a decision is made by the book rental personnel, in conjunction with subject teachers and the Principal, as to whether the stock of any particular text is of sufficient quality to be issued again. If deemed unusable they are sent for recycling.

Since 2018, all new texts have been barcoded using a computerised book rental package. Each student's textbooks will be recorded on the system.

All textbooks must be covered by the students.

All textbooks should be returned in excellent condition. Students must not write on or highlight the textbooks.

Distribution of books

Students will collect their textbooks from the book rental co-ordinator at a time notified to them at the beginning of the academic year.

Return of books

Books are scanned back into the system when students have finished using them. If books are not returned the book rental co-ordinator follows up on same. The cost of lost/excessively damaged books 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. An undertaking to this effect is included in the school's Code of Behaviour which students and parents sign. Subject teachers play a vital role in ensuring the care and condition of textbooks.

Notes

Examination papers, copies, log tables/books, novels, calculators and writing/drawing equipment are not supplied by the scheme.

Review and Ratification

This Policy was reviewed in January 2023 and ratified by the Board of Management on 2nd February 2023.

Signed by Chairperson of the Board: *M. Molloy*

Appendix A – Application Form



Colaiste Muire

Ballymote, Co Sligo

Telephone: 071 9183086

Email: office@cmbm.ie

Fax: 071 9189210

Website: www.cmbm.ie

Principal: Ms. Michelle McDermott

Deputy Principal: Ms. Maura Cullinan

Book Rental Scheme Application Form 20xx-20xx

If you wish to apply for the book rental scheme, please download and complete this application form and return to the email address bookrental@cmbm.ie no later than (date). If you are successful in your application, we will be in contact with you shortly thereafter.

Book Rental Scheme Application Form 20xx-20xx

I/We wish to apply for a grant towards the rental of textbooks for the school year 20xx-20xx.

Parent(s)/Guardian(s) Names:	
Address:	

Student at this school for whom the application is being made:			
Name:		Year Group in September 20xx:	

Signed: (Parent)		Date	
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If your application is successful, a refundable deposit of €25 (if not already paid from previous years) along with the rental fee per student will be payable to the school by (date) to secure the schoolbooks for the year. A text message with a link to pay the book rental charge electronically will issue to your mobile phone number.



Colaiste Muire

Ballymote, Co Sligo

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Website: www.cmbm.ie

Principal: Ms. Michelle McDermott

Deputy Principal: Ms. Maura Cullinan

Book Rental Scheme for Students 20xx-20xx – Students transferring from another school.

If you wish to apply for the book rental scheme, please download and complete this application form and return to the email address bookrental@cmbm.ie no later than _____. If you are successful in your application, we will be in contact with you shortly thereafter.

Transferring Students Book Rental Scheme Application Form 20xx-20xx

I/We wish to apply for a grant towards the rental of textbooks for the school year 20xx-20xx.

Parent(s)/Guardian(s) Names:	
Address:	

Student at this school for whom the application is being made:	
Name:	

Student(s) at this school for whom the application is being made:			
Name:		Year Group in September 20xx	
Name:		Year Group in September 20xx	
Name:		Year Group in September 20xx	

Signed: (Parent)		Date	
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Each application will be assessed on an individual basis. If successful, a refundable deposit of €25 per student will be payable to the school to secure the schoolbooks for the year. A text message with a link to pay the book rental charge electronically will issue to your mobile phone number.