



**Letterkenny
Educate Together**
National School
ag fás le chéile - ag foghlaim le chéile

Book Rental Policy

Book Rental Scheme

Background:

Circular 35/91

The Minister is anxious that management authorities should implement a school policy, in cooperation with parents, which would ensure the efficient use of school books and minimise the costs for parents.

The Minister urges all schools to operate a loan/rental scheme with due regard to the following three categories of pupils:

- *Pupils who would warrant maximum support from the scheme - these should be required to pay no rent but the appropriate rent could be paid from the school book grant to the school;*
- *Pupils who would warrant less than maximum support - these should pay an appropriately reduced rent subsidised from the school book grant;*
- *Pupils who would not warrant any support – these should pay the full economic rent.*

Operation of the scheme:

1. Parents and staff will be introduced to the policy in the December 2006 Parent-Teacher meeting. Before the meeting parents will be provided with an outline of the scheme highlighting the benefits. Mainly:
 - significant savings in the cost to them of text books
 - availability of books from the beginning of the school year
 - access to a greater range of text books than would otherwise be feasible
 - avoidance of travelling and queuing for books at shops
2. The initial capital required to buy the first stock of books has been paid by the Board of Management out of the existing funds.
NOTE: An application will be made to the DES for a start up grant of 500 euro when school gains permanent status.
3. There will be a yearly rental charge of €100 (eldest child) /€75 (for siblings) to be paid by the end of June for currently enrolled pupils and at the meeting for parents of children enrolled for September at the enrolment meeting in May/June This charge will cover additional or replacement books as required as well of classroom materials. This charge will be reviewed on a yearly basis at the beginning of the school term.
Note: Children will have their own stock of books including workbooks that will need to be replaced. Classroom materials included all pens, pencils, copies and folders as well as a percentage of the photocopying and arts material expenses.
Please Note that junior infants will also be levied even though they have less commercially produced books and workbooks. Their contribution will fund all the costs associated to producing their own books.
Note: For the first year (2006) this rental charge will be collected as soon as possible.
4. The scheme will give priority to books suitable for re-use. The choice of books for the scheme for the following year will take place in the preceding May staff meeting. This will include the choice of workbooks.
5. The scheme will be administered by the school principal who will delegate different tasks associated with this administration to the secretary, other school staff and parent body as required.
6. The required books will be given to pupils during the first week of the school year. Each pupil would sign a receipt which would be retained in the school.

7. The books would be returned by pupils at the end of the school term. Parents of pupils may be required to pay for lost or badly damaged books at the discretion of the administrator of the scheme.
8. The book grant for necessitous pupils will be used to pay the rental.

This Policy was reviewed at the BOM meeting in March 2012