



## **Book Rental Policy**

### **Introduction**

The Book Rental Scheme was set up in Lankill N.S. by the Board of Management to assist parents with the cost of each child's education. Our Book Rental Scheme lets parents / guardians rent all required books every year that the child is in our school. (Workbooks are the exception to this.) Please note that while we call this a Book Rental Scheme, the fees paid also cover many other items, such as reading pack rentals, learning resources, photocopying, photocopying licenses, art materials, educational software licensing fees, library books and 24-hour insurance cover.

Due to feedback from staff, the Board of Management and parents, it was decided that a Book Rental Scheme Policy be drawn-up to clarify how our Book Rental Scheme is run.

The resulting Policy will be operational from the 2019/2020 school year onwards.

### **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.

### **Operation of the Book Rental Scheme Policy**

- All schoolbooks to be used during any school year are selected by the teaching staff as a whole.
- 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. (Payment will be required before end of school year to allow new books to be purchased. A payment plan may be organized with the principal).

## Lankill N.S.

- The Principal operates the Book Rental Scheme with the assistance of the School Secretary and nominated members of staff.

### **Existing Families**

- Parents / guardians of children already in the school will be informed in May of the cost of the rental charges and the dates of collection of these fees for the upcoming year.
- While the fees have stayed the same for many years, these may be subject to change in the future.
- Parents / guardians will receive a Book Rental Scheme Agreement Letter at the end of May and must agree to the terms of this policy by signature.
- Any parents / guardians who choose not to take part in the Book Rental Scheme must provide all books and / or materials needed by the child in that given year. The full book lists for parents who do not wish to join Book Rental Scheme can be obtained from the office.
- Fees will be collected by the third week of June and receipts are issued once the fee is paid in full. This is to allow enough time to purchase all books and resources required for the new school year in September.
- We ask that parents / guardians pay by Bank electronic transfer or cheque for tracking and accountability. If this is not possible, we ask that the parent or guardian delivers the fee to the principal or secretary. (Please ensure you get a receipt for all payments.)
- Please note that the Book Rental Scheme Fee may be paid in instalments upon prior agreement with the principal.

### **New Entrants**

- Parents / guardians of any incoming pupils are informed of our Book Rental Scheme when an offer of a place in the school is made.
- For new Junior Infants / new students the fee will be payable by the end of September unless a payment plan has been discussed with the principal.

### **Procedure**

- The staff and principal will decide on the book list and additional requirements for the upcoming year. All existing stock of books, once they are in good condition, will be used.
- Books supplied under the scheme may be new or used and are delivered to the pupils at the discretion of the principal.

### **Purchase of Books**

- Pupil numbers per class group for the next academic year are calculated. (N.B. It is important that parents / guardians have signed the Book Rental Scheme Application Form / Terms and Conditions to ensure accurate numbers).
- Stock balances are deducted from orders.
- Orders for books and all additional requirements are placed and purchased for delivery in time for the new school year.
- Occasionally new book schemes have to be purchased as the primary school curriculum is continuously being revised.

### **Maintenance**

- Pupils are responsible for all textbooks issued to them by the book rental scheme and are actively encouraged to take proper care of them.
- The condition of the books is monitored by class teachers and the principal.
- Should a book be lost or damaged beyond use, then the book is to be replaced by parent / guardian or the price of replacing that book given to school.
- If the cost of lost books is not made up by parents / guardians by the end of the school year, the school may refuse membership of the scheme for the following school year.
- The school will keep track of who is using what book by affixing small labels to each book. This is done before the books are handed out.

### **Return of Books**

- When books are finished with by each class, they are returned to the class teacher.

## Lankill N.S.

- A date is decided with the Principal as to the last date for all book returns from the teachers.
- The cost of lost or damaged books is covered by parents / guardians and this will be communicated to parents / guardians in the last week of the school year.

### **Book Rental Scheme Membership**

- Membership of the book rental scheme is at the discretion of the Board of Management of Lankill N.S.
- All parents / guardians must read and accept the Book Rental Scheme Policy, which forms its Terms and Conditions.
- Any parents / guardians who choose not to be part of the Book rental Scheme must inform the principal by the second Monday of June and they must purchase *all* books needed by their child for the next school year.
- Any parents / guardians who do not abide by the Book Rental Scheme Policy may not be permitted to take part in the Scheme for the following school year.

**Book Rental Scheme**

**Application Form / Contract**

**Child's(ren's) name:** \_\_\_\_\_

**Child's(ren's) present class:** \_\_\_\_\_

**Child's(ren's) present teacher:** \_\_\_\_\_

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

I / We the parent(s) / guardian(s) of \_\_\_\_\_ wish to apply for admission to the Book Rental Scheme in Lankill N.S. and agree to abide by all of the conditions of the Scheme as laid out by the school Board of Management.

**Terms and conditions for membership of Lankill 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 annual rental fee within the time period as advertised annually by the school.
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.
7. 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:** \_\_\_\_\_

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

**Signed:** \_\_\_\_\_

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

**Ratification**

This policy was ratified by the Board of Management on \_\_\_\_\_.

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

Chairperson, Board of Management

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

Principal / Secretary, Board of Management