



## Templeogue College C.S.Sp.

### Free Book Scheme and Stationery Provision Policy

#### **Objective:**

This policy aims to outline the expectations of parents/guardians regarding the Free Book Scheme and the provision of stationery packs by Templeogue College C.S.Sp, ensuring the proper care of school property and addressing responsibilities in cases of loss or damage.

**Note:** Schools are operating the School Book Scheme on a predefined and limited budget as determined by the Department of Education.

**Note:** It is important to note that the budget, as determined by the Department of Education, is subject to change annually and so we cannot guarantee the same provision year on year that the approved budget will meet the full cost of the book lists and stationery as published.

#### **Book Scheme:**

- The books provided under the book scheme remain the property of Templeogue College C.S.Sp at all times. These books are lent to students for the academic year and must be treated with care and respect.
- A fully refundable deposit of €50 is requested, which will only be refunded once all textbooks (where appropriate) are returned in reusable condition at the end of use by the student.
- It is important to note that schools will re-use the books purchased under this scheme.
- It is the responsibility of parents/guardians to ensure that students handle the books with care to facilitate their reuse by the school in subsequent years.

- Parents/guardians are expected to cover the cost of replacing any lost or damaged books or stationery. This includes damage caused by negligence or mishandling.
- Books will only be replaced in exceptional circumstances and only where the budget allows.
- The scheme does not provide for the provision of books or stationery in any year where the school booklist indicates those books, or stationery should be retained from the previous year.
- All books must be returned to the College when no longer required by your son.

### **Stationery Provision:**

- Templeogue College C.S.Sp will provide a standard stationery pack for all students, as outlined in Department of Education guidelines. This pack is intended to cover basic stationery needs for academic purposes.
- **Parents/guardians should be aware that the stationery pack may not fully cover the total stationery and equipment requirements for all subjects.**
- Additional stationery or specialised equipment required for specific subjects may need to be acquired separately by parents/guardians.
- Used and/or lost stationery is to be replenished/replaced by parents/guardians.

### **Responsibilities of Parents/Guardians:**

- Parents/guardians are expected to support their son's education by endeavouring to ensure they have the necessary materials for learning, including textbooks and stationery. This includes the safeguarding of books/equipment/stationery for the duration their time in Templeogue College C.S.Sp as per school policy.
- Regularly checking and monitoring the condition of books and stationery items provided to students is encouraged. Any issues should be promptly reported to the school.
- In cases of loss or damage to books or stationery, parents/guardians should notify the school immediately and arrange for replacement or reimbursement as required.
- Financial constraints should not hinder a student's access to education resources. Parents/guardians facing difficulties in meeting these obligations can communicate with the school to explore available support options.

### **School Support:**

- Templeogue College C.S.Sp acknowledges that unexpected circumstances may arise, and endeavours to work with parents/guardians to address these challenges related to the book scheme or stationery provision.
- The school will provide assistance and guidance as needed to ensure all students have access to the necessary resources for their education. However, ***please note that schools are operating the School Book Scheme on a predefined and limited budget determined by the Department of Education.***

### **Review and Amendments:**

- This policy will be reviewed periodically to ensure its effectiveness and relevance.
- Amendments may be made to this policy as deemed necessary by the school's Board of Management, with consideration for input from relevant stakeholders.

Templeogue College C.S.Sp is committed to fostering a collaborative relationship with parents/guardians to support the educational journey of our students. We appreciate your cooperation and understanding in adhering to these guidelines for the benefit of all students and the school community.

**Appendix 1**



**Templeogue College C.S.Sp**  
**Free Book Scheme and Stationery Provision Policy**  
**2025-2026**

**Acknowledgement and Agreement**

We have read and understood the *Free Book Scheme and Stationery Provision Policy*.  
We agree to abide by the terms and conditions outlined in the policy, including the responsible use, care, and return of any books provided.

We understand that this policy is in place to ensure fair and consistent access to learning materials for all students.

**Student Name:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Parent(s)/Guardian(s) Name:** \_\_\_\_\_

**Parent(s)/Guardian(s) Signature:** \_\_\_\_\_

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