Greystones Community College

School Books Scheme Policy

GREYSTONES
COMMUNITY COLLEGE

BORD OIDEACHAIS AGUS OILIÚNA
CHILL DARA AND CHILL MHANTÁIN
KILDARE AND WICKLOW
EDUCATION AND TRAINING BOARD

Schoolbook Scheme

Section 1: Mission Statement

Greystones Community College is a dynamic, vibrant and inclusive learning community that provides high quality teaching and learning in an environment that nurtures respect in our relationships, excellence in our endeavours and pride in our achievements.

Section 2: Rationale

This policy aims to outline the expectations of parents/guardians regarding the School Book Scheme and the provision of stationery by Greystones Community College, ensuring the proper care of school property and addressing responsibilities in cases of loss or damage.

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

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

Section 3: Key Principles

The ETB will be responsible for ensuring the effective administration of the scheme within the following key principles:

- Schoolbooks and classroom resources will be chosen to support the implementation of the teaching and learning in the school and the provision of the curriculum to students.
- Schools will retain ownership of schoolbooks.
- All students will have access to the schoolbooks and classroom resources provided for by this scheme.
- No costs for schoolbooks and core classroom resources will be sought from parents/guardians.

Section 4: Schoolbooks Scheme

- All schoolbooks provided under the new scheme will remain the property of Greystones Community College. Schoolbooks will be provided on loan to students for the duration of their Junior and Senior Cycle and must be returned to school at the end of the Cycle.
- All schoolbooks provided must be treated with care and respect so that they can be used in future years.
- 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.
- Books will be audited each year by the school and 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.

- The scheme does not provide for the provision of books and stationery in second and third year where the school booklist indicates those items should be retained from the previous year. Any additional schoolbooks resources entered on the book list which are required by students in second and third year will be covered under the scheme.
- For the Junior Cycle Schoolbooks Scheme to operate successfully we rely on the cooperation and support of all participants as books will be used and reused year on year.

Section 5: Stationery Provision

- Greystones Community College will provide a standard stationery pack for all students, as outlined in the Department of Education and Youth guidelines. This pack is intended to cover the basic stationery requirements.
- Parents/Guardians should be aware that the provided stationery pack may not fully cover the total stationery and equipment requirements for all subjects.
- Used and/or lost stationery is to be replenished/replaced by Parents/Guardians.

Section 6: Distribution of books

- Junior Cycle Books will be distributed through the school in mid-June to all first-year students. All other year groups will receive their books in August. The exact date for the distribution will be communicated to all families in advance.
- Receipt of books implies agreement to all terms and conditions of the Schoolbooks Scheme policy. Parents who wish to opt out must communicate this in writing and purchase books independently

Section 7: Maintenance of Books

- All textbooks issued under the School Books Scheme are the responsibility of the student and the student is required to take proper care of them.
- It is the responsibility of parents/guardians to ensure that students handle the books with care to facilitate reuse by the school in subsequent years.
- Students are not permitted to write on schoolbooks.
- While the school will make an allowance for standard wear and tear, parents/guardians will be required to replace damaged or torn books.
- The cost of lost books is the responsibility of parents/guardians, who must either provide a replacement copy or reimburse the school for the full replacement cost
- In order to track and monitor textbooks belonging to the Junior Cycle Book Scheme, a numbered label will be affixed prior to the distribution of books. Every book will be given a unique numbered label. Each students numbered books will be catalogued, and their name assigned.
- Class teachers monitor the condition of the books, Year Head and the Principal/Deputy Principal and a complete audit will take place annually.

Section 8: Return of Books

- Students must return all textbooks at the conclusion of State Examinations in 3rd and 6th Year. Transition Year books must be returned at the end of the school year. Books should be returned on the required date; parents/guardians will be notified of this during the final term. Workbooks do not need to be returned.

- Books are returned back into the system when students have finished using them. If books are not returned to the school, the co- ordinator will contact parents for replacements to be provided.

Note: While we make an allowance for standard wear and tear, damaged or torn books must be replaced by new ones.

Section 8: Review & Evaluation

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