ST BENILDUS COLLEGE

Book Scheme and Stationery Provision Policy

Book Scheme and Stationery Provision

Objective: This policy aims to outline the expectations of parents/guardians regarding the Book Scheme and the provision of stationery packs by St. Benildus College, 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.**

Book Scheme:

- The books provided under the book scheme remain the property of St. Benildus College at all times. These books are **loaned to** students for the academic year and must be treated with care and respect.
- 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, beyond ordinary wear and tear. This includes damage caused by negligence, destruction or mishandling.
- Students are not permitted to write notes, highlight or underline material in any of the textbooks. Students should only write in their workbooks and/or activity books.
- Textbooks have been barcoded to allow the school to track and identify users.
- Books will only be replaced in *exceptional* circumstances and only when the budget allows.

Stationery Provision:

- St. Benildus College 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 provided 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. This requirement will be notified to parents.
- Used and/or lost stationery is to be replenished/replaced by parents/guardians.

Responsibilities of Parents/Guardians:

- Parents/guardians are expected to support their child's education by ensuring they have the necessary materials for learning, including textbooks and stationery. This includes the safeguarding of books/equipment/stationery for the duration of Junior Cycle 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 are encouraged to communicate with the school to explore available support options.

School Support:

- St. Benildus College acknowledges that unexpected circumstances may arise, and endeavours to work with parents/guardians to address any 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, *Schools are operating the School Book Scheme on a predefined and limited budget as 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 Board of Management, with consideration for input from relevant stakeholders.

St. Benildus College 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.

Mary Brohan

Principal/Secretary of the Board of Management Date: 09/06/2026

Declan Mowlds

Chairperson of the Board of Management Date: 09/06/2026