

## School Book Scheme – Notice to Parents/Guardians

Dear Parent/Guardian,

The **School Book Scheme** provides students with the schoolbooks and learning materials required for the academic year. All books issued through the School Book Scheme are:

- **On loan** to students for the duration of the school year
- **Property of the school** and must be returned on request or at the end of the year
- Expected to be kept in **good, reusable condition**

Students should avoid writing, highlighting, or marking textbooks in any way.

### **Lost or Damaged Books**

If a student loses or damages a book, parents/guardians must:

1. **Inform the school immediately**
2. **Purchase a replacement copy**, as the school must maintain complete sets of books
3. Ensure the replacement is **organised promptly** so the student is not without essential materials

### **If Your Child Is Transferring to Another School**

Before a student transfers:

1. **All loaned books must be returned** to the school
2. Books should be checked for **clean, complete condition**
3. Any missing or damaged books will require **replacement costs to be paid** by the parent/guardian

### **Contact**

If you have any questions or concerns, please contact the school office.

**Thank you for your cooperation and continued support.**