CLONFERT COLLEGE

School Book Scheme Policy

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1.0 Introduction

In March 2024, the Department of Education announced the Schoolbook Scheme for Junior Cycle in post-primary schools. This was extended to Transition Year and Senior Cycle students in March 2025. At Clonfert College, we are committed to ensuring that this scheme reduces the financial burden on parents/guardians by providing essential learning materials.

Under this scheme, we receive an annual grant to purchase schoolbooks for loan to Junior Cycle, TY and Senior Cycle students and to provide basic stationery and other essential learning equipment.

1.1 Scope

This policy applies to all current students of Clonfert College, their parents/guardians, and the staff responsible for administering the book rental scheme.

1.2 Context and Mission Statement

Clonfert College is a large co-educational secondary school under the joint patronage of CEIST and the Bishop of Clonfert. Clonfert College was established following the amalgamation of Ardscoil Mhuire and St. Joseph's College.

Our Mission Statement states:

At Clonfert College our Catholic faith guides us in building a learning community where each person feels supported in their pursuit of excellence. We are committed to offering a nurturing, holistic education, which allows students to thrive in a safe, welcoming atmosphere of love, compassion, and respect. Guided by the teachings of Jesus, we foster a joyful, inclusive community where every student is valued and encouraged to reach their full potential. Our mission is to promote equality, kindness, and fairness, while encouraging a deep sense of care for self, for others and for God's creation. With faith as our foundation, we strive to form young people who will lead with integrity, serve with compassion, and contribute positively to our community and the world.

We believe that all students should have equal access to educational resources, which is why we provide quality learning materials through the Post-Primary Schoolbook Scheme.

Books provided under this scheme remain the property of Clonfert College and must be treated with care. Damage to or loss of these materials will be managed in line with the school's Code of Behaviour. It is important to note that the Department of Education's grant is subject to annual review, which may impact the availability of resources.

1.3 Rationale

Textbooks are fundamental learning tools at Clonfert College. To ensure fair and continued access, this policy outlines student responsibilities regarding the care and maintenance of loaned books.

1.4 Aims of the Policy

The aims of the policy are to:

a. Ensure the provision of high-quality schoolbooks.

b. Clarify student responsibilities for the care of loaned materials.

c. Define acceptable use and care of schoolbooks.

d. Identify irreparable damage and associated consequences.

e. Outline sanctions for damaged or lost books.

f. Communicate the expectations for parents/guardians regarding their role in supporting this policy.

2.0 How will the policy operate in Clonfert College?

2.1 Supply of Books

- Students will receive their books during their induction period. Each student must sign a contract acknowledging receipt and the condition of each book (Appendix A). First Year Students will not receive their options textbooks until they have completed the taster programme and they have been allocated their permanent option subjects.
- All loaned books remain the property of Clonfert College and must be returned in acceptable and reusable condition.
- The funds allocated do not allow us to purchase new textbooks every year. Existing stock will continue to be reused where appropriate and students who damage / lose books must replace the book in a prompt manner.
- Students will be supplied with textbooks and some workbooks. The workbooks can be written in and remain the property of the student. Damaged/ lost workbooks will not be replaced by the school and the parents/ guardians of the student must purchase a replacement in a prompt manner. If the school has surplus stock, the school will sell the workbook for the cost price.
- We use a digital database to record what textbooks have been provided to each student. Each book is labelled with a unique barcode. Removal or damage of this barcode is deemed a serious breach of the Code of Behaviour.

2.2 Condition of Textbooks

Each book will be assessed at the time of distribution. Upon return, its condition will be evaluated against the following scale:

2.2.1 Acceptable Condition

- **New:** Unused and in pristine condition.
- **Like New:** Lightly used with no visible damage.
- **Very Good:** Minimal wear, no structural damage.
- **Good:** Minor signs of use but fully functional.
- **Reasonable:** Noticeable wear; pages or corners slightly damaged.

2.2.2 Unacceptable Condition

Books returned in the following condition will not be accepted:

- Missing or detached covers
- Missing pages
- Torn or heavily bent pages
- Graffiti or annotations
- Filled-in answers
- Any other damage rendering the book unsuitable for reuse

Note: Wilful or deliberate loss/ damage of schoolbooks, stationary or any other items provided under the Post Primary School Books Scheme will be considered a serious breach of the Code of Behaviour. All books and materials provided remain the property of Clonfert College.

2.2.3 Return of Textbooks

All textbooks will be returned at the end of the school year and placed in the student's locker for the following year. This ensures that books are safely stored over the summer months. All books and materials remain the property of Clonfert College.

2.3 Acceptable Use of Textbooks

Students are expected to:

- Handle books with care and avoid writing or marking them.
- Store the textbooks in the supplied Tuff Bag, in their locker / school bag. Books should not be left around the school. Books should be clearly labelled.
- Return books in one of the acceptable conditions listed in section 2.2.

Note: Workbooks may be written in. Students will be informed which books are considered workbooks and which are considered textbooks. This will also be displayed in the annual booklist (Appendix B).

2.4 Case of Loss/Damage

- If a book is lost or irreparably damaged, the responsible student must cover the replacement cost. Failure to do so will result in the withholding of further book loans.
- Parents/guardians must ensure that students treat books with care to allow future reuse.

2.5 Stationery Provision

- Students will receive a basic stationery pack as part of the Department of Education guidelines.
- Parents/guardians should be aware that additional subject-specific materials may need to be purchased separately. This will likely be specialise equipment/ materials, required for practical subjects.
- Lost or depleted stationery items (i.e. copybooks, notebooks, folders) must be replaced by parents/guardians.

2.6 Responsibilities of Parents/Guardians

Parents/guardians are expected to:

- Support their child's education by ensuring they have necessary learning materials.
- Regularly monitor the condition of books and report any issues promptly.
- Notify the school immediately if a book is lost or damaged and arrange for its replacement.
- Communicate any financial difficulties to the school to explore available support options.

2.7 School Support

A. Clonfert College is committed to supporting families and will work with parents/guardians to address any challenges related to the book rental scheme.

B. We strive to ensure equitable access to learning materials within the limits of our allocated budget.

3.0 Monitoring and Review

The College will monitor, review, and evaluate the Policy and all related work and procedures on an ongoing basis to ensure legal compliance and the maintenance of best practices.

Feedback will be sought from students, parents, and staff as part of the review process.

Ratified by the Board of Management on 29th April 2025

Reviewed by the Board of Management on 7th May 2026

Signed by the Chairperson on behalf of the Board of Management

Eileen O'Brien — 7th May 2026

Chairperson — Date

Appendices

Appendix A Books Received and Contract

2026/27	Student Name:		Class:
Subject	**Book Title**	**Condition at Issue (New, Like New, Very Good, Good, Reasonable)**	**Condition at Return**

I acknowledge receipt of the above textbooks and understand my responsibility to care for and return them in acceptable condition as outlined in the Clonfert College Book Rental Scheme Policy.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Appendix B: Book/ Material Lists

Provision of Books, Stationery and Materials

The school endeavours, insofar as is practicable, to provide all required schoolbooks and the majority of essential stationery to students under the relevant Department of Education grant scheme. This provision includes, but is not limited to, items such as calculators, mathematical tables, and mathematical instrument sets. Certain resources may be issued directly to students for their personal use, while others may be allocated to subject teachers and retained within classrooms for shared use as part of planned teaching and learning activities.

It should be noted that this provision does not extend to pencil cases or the general contents of a student's pencil case (e.g. pens, pencils, erasers, sharpeners), which remain the responsibility of parents/guardians.

The school is fully committed to ensuring that the grant received is applied appropriately and transparently for the provision of books, stationery, and core educational materials. However, this level of provision is contingent on the continuation and structure of funding from the Department of Education. In the event that this grant is reduced, restructured, or withdrawn, the school reserves the right to review and amend the range and extent of materials and resources provided.

Any unspent funds within the scheme are utilised to support the provision of consumable materials required for practical subjects, including Technology, Engineering, Woodwork, Home Economics, and Art. Historically, these consumables were funded through subject-specific material fees payable by parents/guardians. While such fees are currently waived, it should be clearly understood that, in the event of a reduction in grant funding, the reintroduction of these material fees will be prioritised to ensure the continued delivery of high-quality practical learning experiences.

Details of applicable material fees for each subject are outlined below.

Material Technology Wood	€40/ Student
Engineering (Junior Cycle)	€45/ Student
Applied Technology	€40/ Student
Home Economics (Junior Cycle)	€10 - €15/ Student
Art (Junior Cycle)	€30/ Student
Graphics	€5/ Student
Construction Studies (TY Taster)	€10/ Student
Engineering (TY Taster)	€10/ Student
Technology (TY Taster)	€10/ Student
Home Economics (TY Taster)	€5/ Student
DCG (TY Taster)	€2/ Student
Art (TY Taster)	€5/ Student
Construction Studies	€50-€75/ Student
Engineering	€50-€80/ Student
Technology	€50-€80/ Student
Home Economics	€5/ Student
DCG	€10/ Student
Art	€40/ Student
Hair and Beauty (LCA)	€10/ Student

Art (LCA)	€10/ Student
Hotel, Catering and Tourism	€30/ Student
Horticulture	€30/ Student