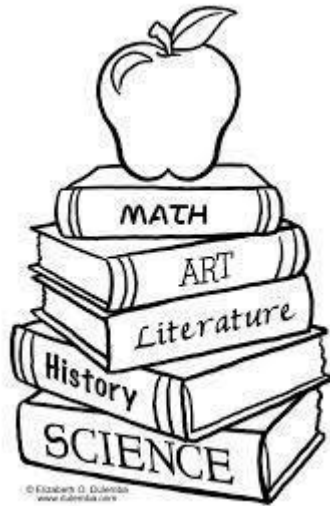


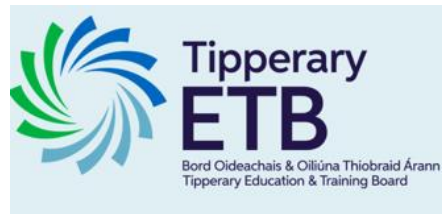


Coláiste Mhuire Co-Ed

BOOK LOAN SCHEME POLICY



January 2025



Policy Area	Schools
Document Reference number	CMCE/BOOKS/035/4
Version	1
Document Drafted by	Coláiste Mhuire Co-Ed, Thurles
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Policy Renewal Date	Every two years
Date of Withdrawal of Obsolete Document	3 March 2025 Document Ref. No. CMCE/BOOKS/035/3 Version No. 1

SCOPE

This is a whole-school policy that encompasses all students who attend Coláiste Mhuire Co-Ed.

RELATIONSHIP TO THE SCHOOL'S MISSION/VISION/AIMS

Coláiste Mhuire Co-Ed aspires to develop a caring and inclusive learning community which optimises the potential of each student. It aligns to our core values of respect, care, community, equality and excellence in education.

This policy aims to foster in students' self-reliance, co-operation and responsibility in relation to their loan of books from Coláiste Mhuire Co-Ed.

RATIONALE

It is the policy of Coláiste Mhuire Co-Ed to establish and maintain a book loan scheme, which is fair and equitable.

GOAL

That students are facilitated to have text books at minimum expense to their parents/guardians.

POLICY CONTENT

Parents/Guardians are informed before the start of the academic year of the cost of the rental/charges for the upcoming year, **where this is applicable**. The school is fully compliant with Department of Education circulars pertaining to school books. Parent/Guardians of incoming students are informed during the induction process.

PROCEDURES FOR PARENTS / GUARDIANS (OR STUDENTS WHERE STUDENTS ARE OVER 18)

- When a student enters the school, parents/guardians (or the student themselves if over 18) are asked to sign a declaration stating that they agree to return all books loaned, in good condition, on the day of the final State Examination. Books must be returned to a designated person.
- Parents/Guardians and students must note that any student who loses or mislays a book will be required to replace it or pay the cost of the book.
- Reminder notices to return books will be given to students during the last academic term.

- If books have not been returned by June, reminder letters will be sent to parent/guardian and students may not be allowed to avail of the senior cycle free book scheme if junior cycle books have not been returned.
- If there is a failure to return books, parents/guardians will be billed for the cost of the book.

PROCEDURES FOR TEACHERS

- Teacher subject groups meet in January to decide on textbook requirements for the upcoming year within budget allocation. Where possible the existing stock of textbooks is to be used.
- A final list for each year group/subject is presented to the Principal before the end of January.
- For this system to work effectively and efficiently the school needs to know the composition of all subject groups in each year by mid-April.
- Third Year, Transition Year and Sixth Year students return all texts at the conclusion of the State Examinations/year.
- Outgoing First Year, Second Year and Fifth Year students may be asked to return their books in May. Their books are inspected and books in poor condition are flagged with parents/guardians.

RETURN OF BOOKS

- Books are returned into the system when students have finished using them.
- If books are not returned the book rental co-ordinator follows up on same.
- The cost of lost / excessively damaged books is borne by the student/parents/guardians.

MAINTENANCE OF BOOKS

- Students are responsible for all textbooks issued to them by the school.
- While all textbooks remain the property of the school, students are required to handle them with care.

ROLES AND RESPONSIBILITIES

School

- To ensure sensitivity and discretion in securing the required textbooks for students in Coláiste Mhuire Co-Ed.

Teacher

- The subject teacher is to contribute to department discussion and help in deciding on textbook requirements for the upcoming year. Where possible the existing stock of textbooks is to be used.

Student

- Students are responsible for all textbooks issued to them by the school.
- Students are responsible for returning all loaned books into the system when they have finished using them.
- The cost of lost / excessively damaged books is borne by the student/parents/guardians.

MONITORING AND EVALUATION PROCEDURES

The principal is responsible for ensuring that monitoring and evaluation of the implementation and effectiveness of the policy takes place.

REVIEW PROCEDURES

Following evaluation, appropriate changes and improvements are made to the policy and its implementation.

TIMEFRAME

This policy was developed in January 2016 and updated in January 2025.



**BOOK SCHEME (THIS IS DONE IN ELECTRONIC FORMAT AS
PART OF NEW PARENT/GUARDIANS INFORMATION)**

If you would like your child to avail of the book scheme option, please return this form to:

Name of Year Head
Coláiste Mhuire Co-Ed
Thurles

BY XXXXXXXX

It is the policy of Coláiste Mhuire Co-Ed to maintain a book loan scheme, which is fair and equitable.

NAME OF STUDENT:

NAME OF PARENT / GUARDIAN:

CLASS:

HOME ADDRESS:

TELEPHONE HOME: _____ MOBILE:

I agree to return in good condition, all books, lent to my son / daughter at the end of each school year. Books will be inspected during the school year and I agree to pay the cost of replacing lost / damaged books that were loaned to my son / daughter.

SIGNED (PARENT / GUARDIAN):

SIGNED (Student where over 18)

DATE: