



St Clare's Comprehensive School, Manorhamilton, Co. Leitrim.

Book Scheme and Stationery Provision Policy

Objective: This policy aims to outline the expectations of parents/guardians regarding the Book Scheme and the provision of stationery packs by St Clare's Comprehensive School, 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.

Students commencing 2nd, 3rd and 6th year in the 2025/26 school year have a significant portion of the schoolbooks and classroom resources required for both the Junior Cycle and senior cycle, as provided through the book rental schemes or purchased by parents in line with expectations from last year. The school **will only** provide any **additional** schoolbooks and core classroom resources required by students commencing 1st yr, Transition Year and 5th year in the 2025/26 school year.

Book Scheme:

- The books provided under the book scheme remain the property of St Clare's Comprehensive School at all times. These books are lent to students for the academic year and must be treated with care and respect.
- It is important to note that schools will continue to use books already in circulation under school book rental schemes. Schools will also re-use the books purchased under this scheme.
- 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 or mishandling.
- Books will only be replaced in *exceptional* circumstances and only when the budget allows.

Stationery Provision:

- St Clare's Comprehensive School will provide a standard stationery pack for 1st, TY and 5th year 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 and Senior Cycle as per school policy.
- Parents and/or students should also take responsibility for ensuring that schoolbooks have a durable cover throughout the term of use by the student.
- 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 Clare's Comprehensive School 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 Clare's Comprehensive School 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.

This policy was ratified by the Board of Management on 12th June 2025



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Book Scheme and Stationery Provision Policy Agreement

1. I have read and I accept the terms as outlined in the Book Scheme and Stationery Provision Policy.
2. I understand that it is my responsibility to ensure books and stationery supplied under this scheme are handled with care to facilitate their reuse by the school in subsequent years.
3. I understand it is my responsibility to ensure books have a durable cover throughout the term of use by the student.
4. I will regularly monitor the condition of books and stationery items provided and will promptly report issues to the school
5. I understand that 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.

NB Parents MUST sign this agreement via the school app and students journals. Students WILL NOT receive books until the school has received the signed agreement.

Signed: _____ (Parent/Guardian) Date: _____

Signed: _____ (Student) Date: _____