



Scoil Mhuire agus Íde

**Bóthar Buí,
Newcastlewest,
Co. Limerick.**

069-62443

info@smincw.ie

School Books Scheme Policy

1. SCHOOLBOOKS & STATIONERY PROVISION SCHEME

1.1 Objective:

This policy aims to outline the expectations of parents/guardians regarding the Schoolbooks Scheme and the provision of stationery packs by Scoil Mhuire agus Íde, ensuring the proper care of school property and addressing responsibilities in cases of loss or damage.

1.2 Note:

1.2.1 Schools are operating the Schoolbooks Scheme on a predefined and limited budget as determined by the Department of Education.

1.2.2 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.

2. SCHOOLBOOKS SCHEME:

2.1 The books provided under the schoolbooks scheme always remain the property of Scoil Mhuire agus Íde. These books are on loan to students for the academic year or course and must be treated with care and respect. Books that are part of this scheme must be returned to the school when requested in good condition.

2.2 It is important to note that schools may continue to use books already in circulation under schoolbook rental schemes. Schools will also re-use the books purchased under this scheme for distribution to other students.

2.3 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. Students are required to return all books at the end of their course or in the event of transferring school during a course. Students are required to follow the arrangements set out by the school for the collection of books when required to do so.

2.4 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.

2.5 Books may not be replaced by the school if they are lost, stolen or damaged.

2.6 The school may ask for a nominal sum of money to act as a refundable deposit for school books supplied. This deposit would be refunded on the return of the school books at the end of year/course.

3. STATIONERY PROVISION:

3.1 Scoil Mhuire agus Íde will provide specialised resource materials/packs for students, as outlined in Department of Education guidelines. These materials are intended to cover specialised stationery needs for academic purposes, i.e. in Art, Home Economics, Wood Technology, Graphics and Maths etc.

3.2 Copies, hardbacks, display folders and equivalent will be supplied by the school.

3.3 Lost stationery is to be replenished/replaced by parents/guardians.

3.4 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 during the school year as necessary.

4. RESPONSIBILITIES OF PARENTS/GUARDIANS:

4.1 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/Senior Cycle as per school policy.

4.2 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.

4.3 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.

4.4 Financial constraints should not hinder a student's access to education resources. Parents/guardians facing difficulties in meeting these obligations can communicate confidentially with the school to explore available support options.

5. SCHOOL SUPPORT:

5.1 Scoil Mhuire agus Íde acknowledges that unexpected exceptional circumstances may arise, and endeavours to work with parents/guardians to address these challenges related to the schoolbooks scheme or stationery provision.

5.2 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 that schools are operating the Schoolbooks Scheme on a predefined and limited budget as determined by the Department of Education.

6. REVIEW AND AMENDMENTS:

6.1 This policy will be reviewed periodically to ensure its effectiveness and relevance.

6.2 Amendments may be made to this policy as deemed necessary by the school's Board of Management, with consideration for input from relevant stakeholders.

6.3 Scoil Mhuire agus Íde 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.

Policy Effective Date: 23/2/26

Signed: 

Date: 23/2/26

(Chairperson of Board of Management)

Signed: 

Date: 23/2/26

(Principal)

APPENDIX 1 - TEMPLATE LETTER TO PARENTS

Insert Date

Dear Parents/Guardians,

Students are getting some of their books and stationary/classroom resources today. They will get more over the next few days. Most of the books are new, but some are from the current book rental scheme supply.

Each student is responsible for the care of the books/resources assigned to them.

- Students must put their name on a label on the outside cover of books, on all copies and other resources
- No sharing of books
- No writing into text books
- Regular checking and monitoring the care of book and stationary items provided is encouraged

Note: The books provided under the book scheme remain the property of the school at all times. They are lent to students for the school year. They must be returned to school when requested. This may be when changing levels in a subject, at the end of the academic year, at the end of Junior Cycle or if no longer attending the school.

The cost of replacing lost or damaged books, beyond wear and tear, and other resources must be covered by parents/guardians of the student.

So we ask that all books/stationary be kept in good condition as we want the scheme to be a success. **Kindly return the underneath slip to Ms. Stack or Ms. Murphy on Monday.**

Yours sincerely,

Michelle Thompson
Principal

Evelyn Murphy
Book Scheme

Patricia Stack
Book Scheme



Book Scheme and Resources Provision:

I have read and I understand the above.

Signed: _____ (Student) Date: _____

Signed: _____ (Parent/Guardian) Date: _____