



Book Rental Policy

Background

The Book Rental Scheme was set up in Nun's Cross National School by the Board of Management in 2019. Since then, in an effort to assist parents with the cost of each child's education, our Book Rental Scheme lets parents/guardians rent all required books every year that the child is in our school. Please note that while we call this a Book Rental Scheme, the fees paid also cover many other items, such as, but not limited to, learning resources, our personalised school homework journal, learning materials, readers and photocopies.

Operation of the Book Rental Scheme Policy

- All school books to be used during any school year are selected by the teaching staff as a whole.
- The Principal operates the Book Rental Scheme with the assistance of the School Secretary and nominated members of staff.

Existing Families

- Parents/guardians of children already in the school are informed in May of the cost of the rental charges and the dates of collection of these fees for the upcoming year.
- While the fees have stayed the same for many years, these may be subject to change in the future.
- If any child's Book Rental Scheme Fee is not paid in June, that child will not have any books on the first day of the new school year. Only when the Fee is paid will the child be given the books.

- Any parents/guardians who choose not to take part in the Book Rental Scheme must provide all books and/or materials needed by the child in that give year. Please note, materials which can only be sourced through the school must still be paid for

New Entrants

- Parents/guardians of any incoming pupils are informed of our Book Rental Scheme after an offer of a place in the school is made and accepted.
- For new Junior Infants, the Fee and Deposit are payable at the Induction meeting, which is held in June every year.
- For newly-enrolled children who begin mid way through the year, it may not be possible to facilitate book rental as materials may not be available. In this instance a booklist will be provided
- Similar to existing families, books will only be given to a child upon receipt of the Fee and Deposit.

Procedure

- The staff and principal will decide on the materials and additional requirements for the upcoming year. All existing stock of books, once they are in good condition, will be used.
- Books supplied under the scheme may be new or used and are delivered to the pupils at the start of the year

Purchase of Books

- Pupil numbers per class group for the next academic year are calculated.
- Stock balances are deducted from orders.
- Orders for books and all additional requirements are placed and purchased for delivery in time for the new school year.

Maintenance

- Pupils are responsible for all textbooks issued to them by the book rental scheme and are actively encouraged to take proper care them.
- Pupils should handle them with care. While we make an allowance for standard wear and tear, all marked, damaged or torn books must be replaced with new ones.
- If there is a repeated instance of lost/damaged books by one child, the school may refuse membership of the Scheme for the following school year.
- The school will keep track of who is using what book by affixing small labels to each book. This is done before the books are handed out upon the Fee being paid.
- The condition of the books is monitored by class teachers and the principal.

Return of Books

- When books are finished with by each class, they are returned to the class teacher.
- A date is decided with the Principal as to the last date for all book returns from the teachers.

Book rental 2022-2023

Book rental fees will remain unchanged for the coming academic year. The fees are as follows:

Junior and senior infants: €55

1st and 2nd class: €60

3rd and 4th class: €65

5th and 6th class: €70

This policy was ratified by the Board of Management in April 2022. It will be reviewed in May 2023.