



Clocha Rince NS Book Rental Scheme

September 2011

Introduction

The Board of Management sanctioned the introduction of a Book Rental Scheme. The scheme will be available from September 2011 to all families with pupils in 2nd class – 6th class. It will result in significant savings for families who partake in the scheme.

Cost

The Book Rental will result in a minimum 50% savings for families on the cost of their school textbooks and up to 65% savings for pupils in 6th class.

The annual charge may vary from year to year in line with the costs of operating the scheme.

Families who wish to partake in the scheme are requested to pay the Book Rental charge before the date set by the school. Books will only be distributed to families who have paid the rental fee in full.

Families who are in financial difficulty and unable to meet some/all of the rental charge should make an appointment to meet with the principal.

Operation of the Scheme

The Board of Management will purchase the textbooks as requested by the Principal in consultation with the school staff. The final booklist will be sanctioned by the Principal.

The Booklist will be distributed to all families in June of each year. The Booklist will clearly identify the Books which are included as part of the Rental Scheme. All other books listed on the booklist should be purchased by the parent/guardian themselves.

The Books will be rented to families and administered through the school office.

All Books will be covered, bar-coded and labelled with the pupil's name.

The bar-code and name label will identify a specific book to a pupil.

The textbooks will be distributed to the pupils at the beginning of the school year. Each family must take responsibility for maintaining these books in good condition.

All textbooks will be collected at the end of the school year. The books remain the property of the school.

The Book Rental Fee is non-refundable.

Distribution of the Books

All books will be distributed in as fair a manner as possible. An equal ratio of new and old books will be distributed to all pupils.

All books in our scheme will be examined and only those deemed fit for purpose will be used in the scheme.

The school will not entertain any representations for 'new' or 'newer' books. However, if you believe your book is not in a condition which will allow your child use the book for the purpose of which it was intended, you should bring the book into the school office, where the principal will examine it and make the final decision on the issue.

SESE Books

History/Geography/Science Books will not be distributed to each child. Various SESE textbooks from all the publishers will be purchased to provide the classes with exposure to a wide variety of text. These books will be kept in the classroom as a resource. Pupils may be given photocopied packs to take home.

Maintenance of Books

It is the responsibility of each pupil/family to maintain the textbooks in good condition. The books will be inspected at regular intervals by the principal and class teacher. Where the principal deems that a book was not maintained correctly and/or damage was caused to the book an extra fee may be imposed up to the value of the damaged book. Families with unpaid book maintenance fees may not partake in the subsequent year's book rental scheme until all fees are paid.

Properly maintained books;

- are not written upon
- are not blemished by spills or other marks
- are not torn
- have a complete unmarked cover
- have the bar-code and name label and label covers attached
- do not contain 'cats ears' (folds on the corners of the pages)
- are not lost

By partaking in the Book Rental Scheme you are agreeing to the terms of the scheme as outlined above.