New Cross College

School Book Rental Scheme

Aim

That all students are facilitated to have text books at minimum expense to their parents

Background

The school participates in the DEIS programme offered by the Department of Education and therefore provide a book rental scheme to all students. The cost of the book rental covers school textbooks, school lockers and school insurance only. It does not include the school journal, workbooks, exam papers, copies, calculators or any other stationery.

Current practice

Parents are informed in March/April of the cost of the rental/charges for the upcoming year. Parents of incoming students are informed when an offer of a place in the school is being made (December/January). Traditionally payment is due by June for all attending students. Incoming students are asked to pay by May.

Each student’s receives a locker and they are populated are the start of the school year with their books by school personnel. Each locker has a personal identification number attached to it and on full payment of the book rental fee a student receive their personal identification number.

Annual Charges (May change from year to year depending on costs)

1st year - €220

2nd year and 3rd year - €200

Transition Year - €300

Leaving Certificate Applied - €150

Leaving Certificate Traditional - €200 -5th year €220 – 6th year

Maximum Family Charge which also includes other school charges - €600

The annual grant from the DES is distributed throughout the school and covers the shortfall caused by families unable to pay

**Non -payment of Book Rental**

Where families have difficulties paying the book rental cost, contact with St Vincent De Paul is arranged. Where no effort is made to pay the book rental, reminder letters are sent and if necessary, followed by phone calls.

Procedure

Teacher subject groups meet in March/April to decide on text book requirements for the upcoming year. Where possible the existing stock of text books is used

A final list for each year group/subject is presented to the principal before the end of May

For this system to work effectively and efficiently the school needs to know the composition of all subject groups in each year by mid-May 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 do not return their texts in May, unless requested by subject teacher

Purchasing books

Books are purchased, where possible, from a sole supplier, in line with the JMB procurement procedure

Maintenance

Students are actively encouraged to take proper care of texts on loan to them by the school

Stocktaking of all books returned is carried out annually and the condition of books is monitored. At this stage a decision is made by the book rental personnel, in conjunction with subject teachers and the principal, as to whether the stock of any particular text is of sufficient quality to be issued again. If deemed unusable they are sent for recycling

Distribution of books

Subject teachers procure books for their classes by completing an order slip which is passed on to the book rental coordinator for processing.

Texts are allocated by book rental personnel having been counted, scanned and checked. Teachers collect them from the book store and distribute to class

Return of books

Books are returned back into the system when students have finished using them

If books are not returned the book rental person follows up on same

The cost of lost/excessively damaged books is borne by the student/parents

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.

Subject teachers play a vital role in ensuring the care and condition of textbooks.

Note

Workbooks and examination papers are not supplied by the scheme.

Chairperson signature

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Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_