

# COLÁISTE ABBÁIN

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## Book Rental Scheme Policy

### Mission Statement

**Coláiste Abbáin endeavours to provide quality education for all students in a caring, disciplined and respectful environment. We aim to prepare students for life and responsible citizenship and motivate them towards the achievement of their full potential.**

### Introduction

Coláiste Abbáin operates a book rental scheme to provide textbooks for rent to parents/guardians of students in our school. This allows for the provision for our students to access necessary materials. To promote and support this scheme the following applies to all users of the scheme:

- The school rents text books to parents/guardians of current students of the school at a cost, paid annually (All in One Payment). Payment for the rental scheme required will be issued in a letter to parents/guardians in June each year.
- Full payment for the 'All in One Payment' will be required before the academic year commences. Students who have paid will receive a receipt in their student diary.
- All books rented remain the property of Coláiste Abbáin.
- Parents/guardians, along with the students, are responsible for proper care and maintenance of books rented to them.
- Any and all books must be returned to school possession when requested, or when a student leaves the school.
- Books must be returned to the school in resale condition. The minimum requirement is that each book is intact, has all its pages, has both a front and back cover and is free from any graffiti.
- All books not returned to the school in resale condition by the date requested will be deemed lost or damaged.
- Parents / guardians will be liable to pay the replacement cost of lost or damaged books to the school.
- Students/ Parents are advised to check the condition of books regularly and to carry out necessary repairs and to maintain them in correct order.

- Regular book rental checks are conducted throughout the school year and students may be advised to replace a book depending on its condition. Book checks are regularly completed by subject teachers, tutors, Year Head, the Deputy Principal and the Principal.
- A receipt will be given to students once the all in one payment is completed.
- Students will then receive text books from their teacher. Only students who have paid in full will receive text books.
- Teachers will keep a list of books they have distributed. Students must sign these lists on receipt/ return of books.
- At the **end of the school** year all text books must be returned to the subject teacher.
- Students are responsible for purchasing their own copies, biros, etc.
- The Book Rental Scheme Coordinator is Ms. Murphy.
- If a parent /guardian does not wish to pay for the Book Rental Scheme they may purchase their own.
- Parents / guardians who have not paid for the book scheme for a named child the previous academic year will remove their child from the scheme in full. Once removed from the scheme a student will not be accepted back on the scheme following entry to another programme/year.

The cooperation of you, the parents / guardians, is essential to the success of our book rental scheme.

**The following policy was ratified by the Board of Management on 29<sup>th</sup> January 2020**

**Review date June 2021**