



**De La Salle College
Waterford**

School Book Scheme



School Book Scheme and Stationery Provision

Objective: This policy aims to outline the expectations of parents/guardians regarding the School Book Scheme and the provision of stationery packs by De La Salle College, ensuring the proper care of school property and addressing responsibilities in cases of loss or damage.

Note: Schools are operating the School Book Scheme on a predefined and limited budget as determined by the Department of Education.

Note: 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.

Book Scheme:

- The books provided under the book scheme remain the property of De La Salle College at all times. These books are lent to students for the academic year and must be treated with care and respect.
- **A deposit of 50 euro will be collected at the start of the year and will be refunded when the books are returned.**
- These books are barcoded and scanned into the school library system so each student has a unique identifiable book that will be provided to them.
- Some of these books will only be needed for one year. These books must be returned to the school, when requested, usually at the end of the academic year. Failure to return books may result in subsequent books not being provided, until such books are returned.
- Some subject textbooks will be kept by the class teacher. It will vary between subjects and year groups. These books will be handed out by the teacher and returned to same at the end of class.
- At the end of the school year, 1st, 2nd, LCA1 and 5th yr students must empty their lockers and bring their textbooks and stationery home, for use in the following academic year. The school cannot accept any responsibility for materials etc left in the lockers during the summer holidays.
- At the end of each school year, 3rd yrs, TY, LCA2 and 6th yr students must return all barcoded textbooks to the school, when requested, as these are school property. Lockers must also be emptied.

- It is important to note that schools will continue to use books already in circulation under school book rental schemes. Schools will also re-use the books purchased under this scheme.
- 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.
- 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.
- Books will only be replaced in *exceptional* circumstances and only when the budget allows.

Stationery Provision:

- De La Salle College will provide a standard stationery pack for all students, as outlined in Department of Education guidelines. This pack is intended to cover basic stationery needs for academic purposes.
- **Parents/guardians should be aware that the provided stationery pack may not fully cover the total stationery and equipment requirements for all subjects.**
- 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 early in June.
- Used and/or lost stationery is to be replenished/replaced by Parents/Guardians.

Responsibilities of Parents/Guardians:

- 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 as per school policy.
- 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.
- 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.
- Financial constraints should not hinder a student's access to education resources. Parents/guardians facing difficulties in meeting these obligations are encouraged to communicate with the school to explore available support options.

School Support:

- De La Salle College acknowledges that unexpected circumstances may arise, and endeavours to work with parents/guardians to address any challenges related to the book scheme or stationery provision.
- 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, Schools are operating the School Book Scheme on a predefined and limited budget as determined by the Department of Education.**

Review and Amendments:

- This policy will be reviewed periodically to ensure its effectiveness and relevance.
- Amendments may be made to this policy as deemed necessary by the school Board of Management, with consideration for input from relevant stakeholders.

De La Salle College 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.

This policy was distributed, where relevant, to Staff, Parents / Parents Association and Students / Student Council for their review and approval.

Amendments have been made, where relevant, after consultation with these stakeholders.

Adopted:

This policy was adopted by the Board of Management on 19-05-2025

Signed: _____



Clare Ryan
Chairperson, Board of Management