



# Gaelscoil Riada

Bóthar Ráithín: Baile Atha an Rí: Co. na Gaillimhe. Fón: (091)850638

Uimhir Rolla: 20237T

Príomhoide: Maeve Ní Fhlaithearta

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## Book Rental Scheme Policy

### **Aim**

The pupils within the scheme are facilitated to have text books supplied to them at minimum expense to their parents/guardians.

### **Background**

The book rental scheme was set up by the Board of Management of Gaelscoil Riada in May 2014. A Seed Capital Grant for the Book Rental Scheme was provided by the Department of Education and Science in April 2014. Parents were asked to donate books to the scheme.

### **Current Practise**

- Parents are informed in June of the cost of the rental charges and the dates of collection of these fees for the upcoming year.
- Parents of the incoming pupils are informed when an offer of a place in the school is being made.
- Parents receive the terms and conditions of the scheme during the third term and must agree to same in signature in order to participate in the scheme.
- Monies are collected in the last week in August and receipts are issued.

### **Annual Charges**

- The annual charge may vary from year to year.
- To avoid confusion, the school office does not accept any book rental payments.
- Payments are made directly to Committee on selected dates.
- The annual school book grant from the DES is distributed through the school to the book rental committee.
- Fees must be paid prior to books collected

### **Procedure**

- The staff and Principal will decide on the book list and additional requirements for the upcoming year.
- All existing stock of books are used.
- The final book list for each year is presented to the book rental committee.
- Books supplied under the scheme may be new or used and are delivered to the pupils at the discretion of the book rental committee.

### **Purchase of Books**

- Pupil numbers for the next academic year are calculated.
- Stock balances are deducted from orders.
- Book orders are placed and purchased from a sole supplier.



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## 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. Pen and pencil marks, water damage or torn books will not be accepted and must be replaced.
- All text books are covered by the book committee with clear plastic covers.
- Parents/guardians must apply small labels with their child's name on the text books.
- No sellotape or staples are permitted on the books.
- Teachers also have a vital role to play in the proper care and condition of the textbooks.
- Inspection of all books will take place by the book committee on a selected date. Teachers will inform the pupils that all text books are required on that day for inspection. The condition of the books is monitored.

## Distribution of Books

- When the book list for each class is complete, they are sent home with each pupil.
- Books will be available for collection from school during the last week in August. An email will be sent to all parents outlining the date and time for payment and collection

## Return of Books

- When books are finished in each class, they are returned to the book committee.
- A date is decided with the Principal as to the last date for all book returns from the teachers.
- The cost of lost or damaged books is borne by the parents. Access to book rental scheme is dependent on books being returned in good condition.

## Book Rental Scheme Membership

- Membership of the book rental scheme is at the discretion of the Board of Management of Gaelscoil Riada.
- All parents/guardians must read and accept the book rental scheme terms and conditions.
- All existing pupils who wish to become new members of the scheme are asked to donate their children's books to the scheme.

## Policy Ratification

Signed on behalf of the Board of Management:

Chairperson: \_\_\_\_\_ Date: \_\_\_\_\_

Review Date: 2015/2016