



CARLOW VOCATIONAL SCHOOL

KILKENNY ROAD
CARLOW

Book Rental Scheme Policy

Scope

This is a whole-school policy that encompasses all students that attend Carlow Vocational School.

Relationship to the School's Mission/Vision/Aims

Administration, staff and parents at Carlow Vocational School seek to promote a secure and caring community environment and a well-balanced curriculum which is student centred, with parents recognised as the first educators and teachers as facilitators of the learning process. In partnership, we hope to provide an atmosphere, which encourages respect, responsibility and commitment, drawing forth the positive potential of each individual, thus equipping all students to take their place in life and work in the future.

This policy aims to foster in students self-reliance, co-operation and responsibility in relation to their loan of books from Carlow Vocational School.

Rationale

It is the policy of Carlow Vocational School to establish and maintain a book loan scheme, which is fair and equitable for all.

Goal

- That all students are facilitated to have text books at minimum expense to their parents
- To ensure sensitivity and discretion in securing the required textbooks for pupils in our school, whose families are experiencing significant financial hardship.

Policy Content

Parents are informed before the start of the academic year 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.

Procedures for parents / guardians

- Parents / Guardians should complete the book loan scheme application form, refer to appendix 1.
- Each parent / guardian is required to pay an administration fee as stated.
- There should be a signed declaration by the parent / guardian stating that they agree to return all books loaned, in good condition, on the day of the final State Examination.
- Any student who loses or mislays a book will be asked to replace it.
- Reminder notices to return books will be given to students during the last academic term.
- If books have not been returned by the start of the next academic year, reminder letters will be sent to parent / guardian.

Procedures for teachers

- Teacher subject groups meet in March/April to decide on textbook requirements for the upcoming year within budget allocation. Where possible the existing stock of textbooks is to be 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.

Purchasing Books

- Books are purchased, from an approved supplier, in line with Kilkenny Carlow ETB's 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
- Each student's textbooks are recorded on the system.

Distribution of Books

- Subject teachers procure books for their classes by completing a Requisition Form and getting it counter-signed by the Principal. The form is then passed on to the Book Co-ordinator for processing.

- Texts are allocated by book rental personnel having been counted, recorded and checked. Students collect them from the Book Store and distribute to class.

Return of Books

- Books are returned into the system when students have finished using them.
- If books are not returned the book rental co-ordinator 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. An undertaking to this effect is included in the students' journal, which students and parents sign.

Note

- Workbooks, copies, class materials and examination papers are not supplied by the scheme.

Roles and Responsibilities

School

- To ensure sensitivity and discretion in securing the required textbooks for students in Carlow Vocational School.

Teacher

- The subject teacher to decide on textbook requirements for the upcoming year, and where possible the existing stock of textbooks is to be used.

Student

- Students are responsible for all textbooks issued to them by the school.
- Students are responsible for returning all loaned books into the system when they have finished using them.
- The cost of lost / excessively damaged books is borne by the student / parents.

Monitoring and Evaluation Procedures

The Principal is responsible for ensuring, monitoring and evaluating the implementation and effectiveness of the policy, takes place.

Review Procedures

Following Evaluation, appropriate changes and improvements are made to the policy and its implementation.

Timeframe

This policy was reviewed in December 2013.
Modifications were made and ratified by Board of Management February 2014.
Published and circulated February 2014.

The above Policy was ratified by the Board of Management of Carlow Vocational School at a meeting

In: _____ (venue) On: _____ (date)

Signed: _____ Date: _____
(Chairperson, Board of Management)

Signed: _____ Date: _____
(Secretary, Board of Management)

BOOK SCHEME APPLICATION FORM

It is the policy of Carlow Vocational School to establish and maintain a book loan scheme,
which is fair and equitable for all.

Please fill out this form and return it to the main school at
Carlow Vocational School.

NAME OF STUDENT _____

NAME OF PARENT / GUARDIAN _____

CLASS _____

HOME ADDRESS _____

TELEPHONE HOME _____ MOBILE _____

I agree to return in good condition, all books, lent to my son / daughter, on the day of the final State Examination.

I agree to pay the cost of replacing lost / excessively damaged books that were loaned to my son / daughter.

SIGNED (PARENT / GUARDIAN) _____

DATE _____