

**Scoil Ruáin**



**School Books and Stationery Policy**



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| Policy Area | Schools |
| Document Reference Number |  |
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| Document Drafted by | Scoil Ruáin Killenaule |
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| Policy Review Date |  |
| Date of Withdrawal of Obsolete Document |  |

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**School Books and Stationery Policy**

**Core values statement**

Scoil Ruáin is a co-educational, multidenominational ETB school, that is underpinned by the core values of excellence in education, care, equality, community, and respect. At Scoil Ruáin, we work hard to give every student an equal chance to participate in curricular and extracurricular activities, to prepare our students to be open minded and responsible citizens with strong sense of our core values. Everyone in our school community is treated equally in all aspects of school life. Our aim is to provide an inclusive education that acknowledges the variety of identities, viewpoints, and values that students, parents and staff members have.

**Scoil Ruáin Ethos**

Scoil Ruáin is a state, co-educational, multi-denominational school underpinned by the core values of:

* Excellence in Education
* Care
* Equality
* Community
* Respect

**Junior Cycle Book Scheme and Stationery Provision**

Objective: This policy is designed to clarify the expectations of parents/guardians in relation to the Junior Cycle Book Scheme and the provision of stationery packs by Scoil Ruáin, ensuring the appropriate care of school property and outlining responsibilities in instances of loss or damage.

Note: The School Book Scheme is operated within a predetermined and limited budget as set by the Department of Education.

Note: Please be aware that the budget, as set by the Department of Education, may vary annually, and therefore, the same provision cannot be guaranteed year after year.

Book Scheme:

• The books provided under the book scheme are the property of Scoil Ruáin at all times. These books are loaned to students for the academic year and must be handled with care and respect.

• Please note that schools will continue to use books already in circulation under schoolbook rental schemes. Schools will also re-use the books purchased under this scheme.

• Parents/guardians are responsible for ensuring that students handle the books with care to allow their reuse by the school in future years.

• Scoil Ruáin will stamp all books and stationery provided.

• Parents/guardians are expected to cover the cost of replacing any lost or damaged books, beyond normal wear and tear. This includes damage caused by negligence or mishandling.

• Books will only be replaced in exceptional circumstances and only when the budget permits.

**Stationery Provision:**

• Scoil Ruáin 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 communicated to parents by the first day of the school term.

• 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:**

• Scoil Ruáin recognises that unexpected circumstances may arise, and is committed to working 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.

Scoil Ruáin is dedicated to fostering a cooperative 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 adopted by the Board of Management on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [date]

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chairperson of the Board of Management

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Principal

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

Date of next review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_