



# Book Rental Policy - Senior Cycle

## June 2024

### Mission Statement

We in Ratoath College are a partnership of students, staff, parents and the community. We foster personal development and learning through hard work, creativity and commitment. Each individual is given the opportunity to realise their full potential in a community that is inclusive, respectful, caring and positive. In all our pursuits we embrace the spirit of

*“Mol an Óige agus tiocfaidh sí.”*

### Rationale

It is the policy of Ratoath College to establish and maintain a book rental scheme, which is fair and equitable for all. All students are facilitated to have textbooks at minimum expense to their parents/guardians.

### Background

The Book Rental Scheme was set up in Ratoath College by the Board of Management in 2005, whereby, for a nominal annual charge, textbooks are provided for each student. This has proven to be a major cost saving for parents/guardians in view of the ever-increasing costs of school life. To assist parents with the cost of each child's education, our Book Rental Scheme lets parents/guardians rent all required books every year while the student is in our school. Please note, that while we call this a Book Rental Scheme, the fees paid may cover many other items, such as learning resources, materials and photocopies. All schoolbooks to be used during any school year are selected by the teaching staff. An Assistant Principal operates the Book Rental Scheme under the guidance of the Principal, with the assistance of the Deputy Principal and school secretary. The Book Rental Scheme Fee may be paid through the Way2Pay facility.

### Operation of the Book Rental Scheme

#### Procedure for existing students:

Parents/guardians of children already in the school are informed by May each year of the cost of the rental charges and the dates of collection of these fees for the upcoming year. These are subject to change depending on fluctuating costs of materials resources etc.

Charges for academic year 2024/25 are as follows.

- 4th year €30
- 5th year: €45
- 6th year €45

This is an extremely modest request compared to the overall cost of purchasing books individually. It resembles a significant cost saving when compared to purchasing books outside of the scheme.

Any parents/guardians who choose not to take part in the Book Rental Scheme must provide all books and/or materials needed by the student in that given year. The full book lists are listed on the school website.

*Mol an Óige agus Tiocfaidh sí*



## **Purchase of Books**

Books are purchased, from an approved supplier, in line with ETB/DES procurement procedure.

## **Maintenance**

Students are responsible for all textbooks issued to them by the book rental scheme and are actively encouraged to take proper care of them. Students should handle them with care. While we make an allowance for standard wear and tear, all marked, damaged or torn books must be replaced with new ones. Students/parents/guardians will be charged the cost to replace the book(s).

Should a book be lost or damaged, then the student/parents/guardians will be charged the price to replace that book. If the cost of lost/damaged books is not paid by parents/guardians by the end of the school year, the school may refuse membership of the scheme for the following school year.

The school will keep track of who is using what book by affixing barcoded labels to each book. This is done before the books are issued. The school uses the Interleaf book rental software to monitor books.

The condition of the books is monitored by Class Teachers, Caomhnoirí, Book Rental Coordinator, Moltoirí, Deputy Principals and the Principal.

## **Return of Books**

When books are finished with by each student, they are returned to the Book rental coordinator and must be scanned back into the system.

The quality of the books will be assessed upon return. All books must be returned by the completion of the state exams. Deadlines for the returning of books will be communicated to students/parents/guardians.

## **Student(s)**

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 loss / excessively damaged books is borne by the student/parents/guardians.

## **Monitoring and Evaluation Procedures**

The Principal is responsible for ensuring that the monitoring and evaluating of 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.

*This policy was reviewed and approved by the Board of Management on 12th of June 2024.*