



OUR LADY OF MERCY SECONDARY SCHOOL

Junior Cycle Book Scheme Policy and Procedures 2024-2025

This Junior Cycle Book Scheme Policy and Procedures is in line with the Schoolbooks Grant Guidance for Post-Primary Schools 2024/25, published in April 2024. The Board of Management has ultimate responsibility for the Scheme and the Principal is responsible for its implementation through the School Book Scheme Coordinator (s) and the School Book Scheme Team.

In this policy, the following terms have the following meaning:

- **Parent** refers to parent/parents or legal guardian/guardians.
- **Staff** refers to teachers, SNAs, examiners, supervisors, secretarial staff, support staff, caretaker, maintenance staff and other adults as inferred by the context.
- **Abbreviations:** OLM (Our Lady of Mercy Secondary School), DES (Department of Education & Skills, SBS (School Book Scheme)

Junior Cycle Book Scheme and Stationery Provision

Objective: This policy aims to outline the expectations of parents/guardians regarding the Junior Cycle Book Scheme and the provision of stationery packs by OLM Drimmagh ensuring the proper care of school property and addressing responsibilities in cases of loss or damage.

Note: Schools are operating the SBS on a predefined and limited budget as determined by the DES.

Note: It is important to note that the budget, as determined by the DES, is subject to change annually and so we cannot guarantee the same provision year on year.

Administering the scheme:

- A coordinator, with overall responsibility for the scheme, is appointed. In OLM there is a coordinator appointed from our administrative staff and there may be a member of teaching staff appointed as SBS coordinator if resources allow.
- The coordination and administration of the scheme is undertaken by the coordinator (s).
- A SBS Team, committed to assisting in the administration of the scheme, is established. The SBS team members are appointed from within the school's existing resources and include the coordinator (s), ancillary and part-time staff.
- All records of book transactions are contained in an income and expenditure spreadsheet by the School Office Manager.
- Records are maintained of all transactions and are reviewed annually.

Procedure for the SBS:

- January-February: The SBS Coordinator (s) liaise with Subject Department Coordinators regarding the previous year's booklists and stationery provision.
- February: Deadline for submission of list of new books and stationery requested.
- February: The SBS Coordinator (s) meet with the senior management team and the School Office Manager to draft a SBS budget to include the purchase of new books, stationery, and materials required to administer the scheme.
- February: The SBS Coordinator (s) submit an annual budget to the Finance Subcommittee of the school, which in turn recommends to the Board of Management for approval.
- March-June: The SBS Coordinator (s) liaise with suppliers regarding the purchase of new sets of books, stationery, or any replacement books that are required to be purchased.
- May-June:
 - 1st, 2nd, and 3rd Year students return their books during the House Exams/Junior Cycle exams.
 - Returning books are scanned into the system to keep accurate records of outstanding books.
 - SBS team engage with students and parents for the return of outstanding books.
- June-August: SBS team ensure that books and stationery required for each student are prepared.
 - Outgoing books are scanned out of the system to keep accurate records of books being given to students.
- August:
 - SBS team disseminate the books and stationery to students and parents based on a timetable for collection.
 - Parents sign a contract stating that they have received all books and stationery.
- September-May:
 - SBS Coordinator (s) complete stocktake of new and existing books.

Junior Cycle Book Scheme Rules:

- The books provided under the book scheme always remain the property of OLM. These books are lent to students for the academic year and must be treated with care and respect.
- It is important to note that schools will continue to use books already in circulation under the Book Rental Scheme. Schools will also re-use the books purchased under this scheme.
- It is the responsibility of parents to ensure that students handle the books with care to facilitate their reuse by the school in subsequent years.
- In the case of students who store books/equipment on school property, they do so at their own risk and parents maintain full responsibility for said books and equipment.
- Parents 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. This is provided for in Section 8.0 of the school's Code of Behaviour 'Restitution for damage to property'.
- Books will only be replaced in *exceptional* circumstances and only when the budget allows.

Junior Cycle Stationery Provision Rules:

- OLM 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 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. This requirement will be notified to parents by the Tyro app.
- Used and/or lost stationery is to be replenished/replaced by Parents.

Responsibilities of Parents:

- Parents 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 facing difficulties in meeting these obligations are encouraged to communicate with the school to explore available support options.

School Support:

- OLM acknowledges that unexpected circumstances may arise, and endeavours to work with parents 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.

OLM is committed to fostering a collaborative relationship with parents 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 12th June 2024.

Signed:



Chairperson of Board of Management

Date: 12th June 2024

Signed:



Principal/Secretary to the Board of Management

Date: 12th June 2024