



JUNIOR CYCLE SCHOOLBOOKS SCHEME POLICY

Date of policy approval: 20th June 2024

Approved by:

Signed: Neill Kelly
(Chairperson of Board of Management)

Signed: Mary Kelly
(Principal)

Date: 20/06/2024

Date: 20/06/2024

Date of next review: 20/06/2025

Version: 1.0

Document Control:

Version	Date Approved	Author	Update Information
1.0	20/06/24	COLF	Policy to reflect the introduction of the new JC Schoolbooks Scheme.



Clifden Community School

Lux, Pax, Felicitas

Objective: This policy aims to outline the expectations of parents/guardians regarding the Junior Cycle Book Scheme and the provision of core classroom resources by Clifden Community School, ensuring the proper care of school property and addressing responsibilities in cases of loss or damage.

Note: Schools are operating the School Book Scheme on a predefined and limited budget as determined by the Department of Education.

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

Book Scheme:

- The books provided under the book scheme remain the property of Clifden Community School at all times. 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 school book rental schemes. Schools will also re-use the books purchased under this scheme.
- It is the responsibility of parents/guardians to ensure that students handle the books with care to facilitate their reuse by the school in subsequent years.
- Parents/guardians 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.
- Books will only be replaced in *exceptional* circumstances and only when the budget allows.

Core Classroom Resources Provision:

- Clifden Community School will provide core classroom resources for all students, as outlined in Department of Education guidelines. This pack is intended to cover the basic resources for academic purposes.
- The core classroom resources are as follows: school journal, copybooks for each subject, hardback copybook for science, square paper copybook for maths, maths set, maths logbook, scientific calculator, a dictionary (English and/or French to be provided during class times by teacher), A4 plastic folder and a plastic zip A4 carry case.
- Lost CORE resources are to be 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 core classroom resources. This includes the safeguarding of books/equipment for the duration of Junior Cycle as per school policy.
- Regularly checking and monitoring the condition of books and core classroom resources provided to students is encouraged. Any issues should be promptly reported to the school.
- In cases of loss or damage to books or core classroom resources, 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.



Clifden Community School

Lux, Pax, Felicitas

School Support:

- Clifden Community School acknowledges that unexpected circumstances may arise, and endeavours to work with parents/guardians to address any challenges related to the book scheme or core classroom resources 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.

Clifden Community School is committed to fostering a collaborative 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.

Subject to Board of Management/staff ratification:

Signed: *Niall Kelly* Date: 20/6/2024

This policy was passed by the Board of Management on the 20th June 2024.