

Portmarnock Community School



Schoolbooks Scheme and Stationery Provision

Objective:

This policy aims to outline the expectations of parents/guardians regarding the Schoolbooks Scheme and the provision of stationery packs by Portmarnock Community School, ensuring the proper care of school property and addressing responsibilities in cases of loss or damage.

Note: Schools are operating the Schoolbooks 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.**

Schoolbooks Scheme:

- The books provided under the schoolbooks scheme always remain the property of Portmarnock Community School. These books are loaned to students for the academic year, junior cycle, senior cycle or for the duration of a programme and must be treated with care and respect. Books that are part of this scheme must be returned to the school at the end of the year/cycle/programme when requested in good condition.
- It is important to note that schools may continue to use books already in circulation under schoolbook rental schemes. Schools will also **re-use** the books purchased under this scheme for distribution to other students.
- 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. Students are required to return all books at the end of year/cycle/programme or in the event of transferring school during a year/cycle/programme. Students are required to follow the arrangements set out by the school for the collection of books when required to do so.

- 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 not be** replaced by the school if they are lost, stolen or damaged.

Stationery Provision:

- Portmarnock Community School will provide specialised resource materials/packs for students, as outlined in Department of Education guidelines. These materials are intended to cover specialised stationery needs for academic purposes, i.e. in Art, Home Economics, Wood Technology, Graphics and Maths etc.
- All copies, hardbacks, display folders and equivalent will be supplied by the school.
- **Used and/or lost stationery is to be replenished/replaced by parents/guardians.**
- Additional stationery or specialised equipment required for specific subjects may need to be acquired separately by parents/guardians. This requirement will be notified to parents during the school year as necessary.

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 can communicate with the school to explore available support options.

School Support:

- Portmarnock Community School acknowledges that unexpected exceptional circumstances may arise, and endeavours to work with parents/guardians to address these challenges related to the schoolbooks 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 that *schools are operating the Schoolbooks 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's Board of Management, with consideration for input from relevant stakeholders.

Portmarnock 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.

This policy was ratified by the Board of Management on: 6th May 2025 .

I/We, confirm that I/we accept and understand the above conditions in relation to the Schoolbooks Scheme. Failure to comply with the agreement may result in the loss of your deposit.

Signed: _____ (parent/guardian)

Date: _____

Signed: _____ (Michael Behan, Chairperson)

Date: _____

Signed: _____ (Helen Tobin, Principal)

Date: _____