



MERCY SECONDARY SCHOOL MOUNTHAWK.

TRALEE,

CO. KERRY.

066 7102550.

Policy regarding the Free Book Scheme and Stationery Provision

Section 1 Rationale.

This policy aims to outline

- (i) the operations and scope of the book scheme as operated in Mercy Mounthawk
- (ii) the expectations of parents/guardians and students regarding the Book Scheme and the provision of stationery packs, 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. Therefore, 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.

Section 2. Terms of the Book Scheme:

2.1 Text Books

1. The books provided under the book scheme **remain the property of Mercy Secondary School Mounthawk at all times.** These books are lent to students for the academic year or the length of the programme cycle and must be treated with care and respect. Books will be barcoded and a student specific record is maintained of the books lent to each student.
2. Families will be contacted with details for the distribution and collection of books each year.
3. Schools will re-use the books purchased under this scheme. Therefore books **will be returned** at the end of the cycle of use (whether one, two or three years).
4. 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. Hence books have been covered.
5. 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.
6. The school is in not in a position to replace books. Replacements books will have to be purchased by students/parents themselves. (The funding of the grant does not provide for this service in our school).

2.2 Stationery Provision:

7. Mercy Secondary School Mounthawk 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.
8. **Parents/guardians should be aware that the provided stationery pack may not fully cover the total stationery and equipment requirements for all subjects.**

9. Additional stationery or specialised equipment required for specific subjects will need to be acquired separately by parents/guardians. This requirement will be notified to parents.
10. Used and/or lost stationery is to be replenished/replaced by Parents/Guardians.

Section 3. Responsibilities of Parents/Guardians

11. 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 lending cycle as per school policy.
12. 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.
13. 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.
14. 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.

Section 4. School Support

15. Mercy Secondary School Mounthawk acknowledges that unexpected circumstances may arise, and endeavours to work with parents/guardians to address any challenges related to the book scheme or stationery provision.
16. 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.*

Section 5. policy adoption, Review and Amendments:

17. This policy will be reviewed periodically to ensure its effectiveness and relevance.
18. Amendments may be made to this policy as deemed necessary by the school Board of Management, with consideration for input from relevant stakeholders.

Mercy Secondary School Mounthawk 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 24.06.2024