

# PORTUMNA COMMUNITY SCHOOL

PORTUMNA, CO. GALWAY.

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## Portumna Community School Book Rental Guidelines

### Aim

That all students are facilitated to have textbooks at minimum expense to their parents.

### Background

During the 1990s a book rental scheme was set up in our school and has remained in existence since then. In the early stages a small number of standard textbooks were provided through the scheme. With the passage of time, curriculum development and increased student enrolment, a more comprehensive scheme has been developed. All students continue to avail of the scheme.

### Current practice

Parents are informed in May/June of the cost of the rental/charges for the upcoming academic year. Parents of incoming students are informed when an offer of a place in the school is being made (December/January). Payment is due in August before the commencement of the school year. On receipt of payment students are invited into the school to collect their books.

### Annual Charges

Year Group	Cost
1st Year	€75
2nd Year	€75
3 <sup>rd</sup> Year	€75
Transition Year	€40
5 <sup>th</sup> Year	€150 *
LCA 5	€20 *
6 <sup>th</sup> Year	€60

\* Starting from Academic Year 2021-22, 5<sup>th</sup> year Leaving Certificate students will pay €150 and LCA 5 students will pay €20. This payment will cover the book rental costs for 5<sup>th</sup> and 6<sup>th</sup> year.

- There is a €50 deposit payable for each student when they join the school scheme in 5<sup>th</sup> Year. This deposit will be used to replace lost and damaged textbooks if necessary. It will carry forward from year to year. If part of the deposit has to be used to replace a lost/damaged textbook, the deposit must be restored to the full €50 prior to the next year. The deposit will be refunded when the student leaves Portumna Community School.
- Maximum family charge for Book Rental Scheme is €275 per school year
- Parents may apply for the Grant Scheme for School Books directly to Portumna Community School
- Parents have the option to pay by instalment

### **Procedure**

- Teacher subject Departments meet in March/April to decide on textbook requirements for the upcoming year. Where possible the existing stock of textbooks is used
- A final list for each year group/subject is presented to the principal before the end of May
- For this system to work effectively and efficiently the school needs to know the composition of all subject groups in each year by mid-May
- Third Year, Transition Year and Sixth Year students return all textbooks at the conclusion of the State Examinations/year
- Outgoing First Year may return some textbooks in May
- Outgoing Second Year and Fifth Year students do not return their textbooks in May

### **Purchasing Books**

- Textbooks are purchased, where possible, directly from publishers

### **Maintenance**

- Students are actively encouraged to take proper care of textbooks on loan to them by the school and ensure they are maintained in good order
- Stocktaking of all books returned is carried out annually and the condition of textbooks is monitored. At this stage, a decision is made by the book rental personnel, in conjunction with subject teachers and the principal, as to whether the stock of any particular textbook is of sufficient quality to be issued again. If deemed unusable they are sent for recycling
- Each student textbook is recorded on the Book Rental Scheme

### **Distribution of books**

- Subject teachers procure textbooks for their classes by completing an order slip which is passed on to the book rental personnel for processing
- Textbooks are allocated by book rental personnel having been counted, labelled and checked.
- Students' and Parents/Guardians are invited to collect textbooks on allocated date before the commencement of the school year

### **Return of Books**

- Textbooks are checked back into the Book Rental Scheme when students have returned them
- If textbooks are not returned the book rental personal follows up on same
- The cost of replacing lost/excessively damaged textbooks is borne by the student's Parent/Guardian
- If the cost of replacing lost/damaged textbooks is not made up by the parents/guardians by the end of the school year, the school may refuse membership of the Scheme for the following school year

**Maintenance of books**

- Students are responsible for all textbooks issued to them by the school. While all textbooks remain the property of the school, students are required to handle them with care. An undertaking to this effect is included in the school's Code of Behaviour which students and Parents/Guardians sign
- Subject teachers play a vital role in ensuring the care and condition of textbooks

**Note**

- Workbooks, examination papers and subject specific (i.e.-Visual art supplies, Wood Technology safety equipment, Graphics kits) are not supplied by the scheme