

Policy No: 32

Ratified By BoM Date: _____

Review Date: _____



St Francis National School

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Resource Bills and Rental Scheme Policy

Rationale:

It is the responsibility of parents to ensure their child has the necessary resources and books required for their child's education in school. The book rental scheme saves parents money, and also saves considerable time sourcing books. It allows each child to have the necessary resources from the start of the school year. The scheme is operated by the school staff on behalf of the Board of Management.

The annual "Resource Bill" covers more than just books and includes the following:

- All workbooks
- All textbooks
- Reading books (English & Gaeilge)
- Copy books
- Art & Craft materials
- Photocopying charges
- Online licences
- 24 hour pupil accident insurance with Allianz
- Labelling and covering of books

Parents will receive a copy of the "Resource Bill" at the end of each academic year (June).

Main Points of the Scheme:

The scheme is not compulsory, but it is a resource for parents to avail of if they wish to save time, money and inconvenience. The scheme ensures all pupils have the necessary materials, labelled and organised in their classroom from the very first day of the school year.

To facilitate parents with the back to school costs, we allow payment to be made in instalments (of any amount) throughout the autumn term. A receipt is issued for each payment, indicating the outstanding balance owed and we ask parents to retain these receipts. The bill must be paid in full by the end of the first term (December). In the event of this not being possible, parents are asked to make an appointment with the Principal.

We will issue a reminder of any balance owed in November.

PLEASE NOTE: If a bill has not been cleared by the end of the first term, parents will unfortunately not be able to avail of this service for the following school year and will be considered as opting out of this scheme.

If parents wish to opt out of this scheme, we will provide them with a "Book and Resource List" for them to purchase themselves and the onus is on the parent to ensure their child has all the required materials for the first day of the school year. These parents will also be required to pay the compulsory charges as detailed on the "Resource Bill" for online licences, art & craft, photocopying and pupil insurance.

BOOK RENTAL

Within each "Resource Bill" there is an allocated amount for school resources rental. The school purchases reading books (English and Irish), class text books, dictionaries, atlases, calculators, etc.

Maintenance:

Pupils are responsible for all resources issued to them by the resource rental scheme and are actively encouraged to take proper care of them.

Upon issue of resources pupils will inspect their resources and the teacher will note any damage present. When resources are finished in each class, they are returned to the school and the teacher will inspect them with the pupils to ensure there is no unreasonable wear or damage.

Pupils should handle them with care. Pen and pencil marks, water damage or torn books/resources will not be accepted and must be replaced by the parents. No sellotape or staples are permitted on the resources.

Small labels with resource numbers assigned to the pupils will be applied to the resources by the school. Parents/pupils are not permitted to write their name on resources in any other place.

Terms and conditions for the School Resources Rental

1. The School Resources Rental Scheme is at the discretion of the Principal and The Board of Management.

2. The resources supplied under the Scheme will remain at all times the property of the school and they will be subject to inspection at any time by a member of staff.
3. Parents will pay the annual "Resource Bills and rental" payment by the end of December this year.
4. Parents and pupils endeavour at all times to ensure that the resources rented under the Scheme will be kept carefully and will be returned to the school in June, in good condition.
5. Any pupil found to be abusing, defacing or disposing of rented resources will be dismissed from the Scheme and his/her parent(s) / guardian(s) will be required to provide all books for the remainder of his/her time in this school.
6. If resources are lost or damaged parents / guardians will be asked to replace the book(s) at their own cost.
7. I understand that failure to comply with these rules may result in withdrawal from the resources rental scheme.
8. Resources supplied under the Scheme may be new or second-hand at the discretion of the Principal and the Board of Management.

Each parent/guardian signs an acceptance of this policy and the terms and conditions for the rental of school resources when registering their child in our school.

Roles and Responsibilities:

All members of staff, Parents and BoM.

Timeframe for Review:

This policy will be reviewed every three years, or as required to meet the developing needs of the school.

Next review:

June 2025

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Ratified by the Board of Management on 21/6/2022

Signed: _____

Padraig Hoene

(Chairperson, Board of Management)

