

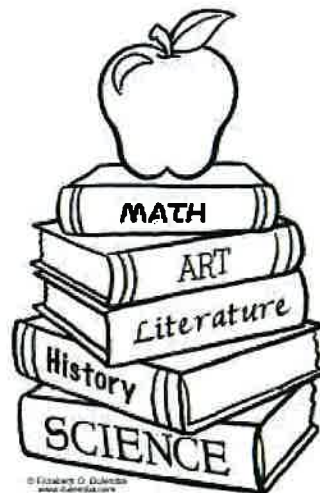
Central Technical Institute

Incorporating Raheen College and Gaelcholáiste Chéitinn



SCHOOL BOOK LOAN POLICY

March 2022





etb

Bord Oideachais agus
Oiliúna Thiobraid Árann
*Tipperary Education and
Training Board*

Policy Area	Schools
Document Reference number	
Version	1
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SCOPE

This is a whole-school policy that encompasses all students who attend Central Technical Institute, Clonmel.

RELATIONSHIP TO THE SCHOOL'S MISSION/VISION/AIMS

Administration, staff and parents at Central Technical Institute, Clonmel aspires to develop a caring and inclusive learning community which optimises the potential of each student.

This policy aims to foster in students' self-reliance, co-operation and responsibility in relation to their loan of books from Central Technical Institute.

RATIONALE

It is the policy of Central Technical Institute to establish and maintain a book loan scheme, which is fair and equitable for all.

GOAL

That students are facilitated to have text books at minimum expense to their parents.

POLICY CONTENT

Parents are informed before the start of the academic year of the cost of the rental/charges for the upcoming year. Parents of incoming students are informed during the induction process.

PROCEDURES FOR PARENTS / GUARDIANS (OR STUDENTS WHERE STUDENTS ARE OVER 18)

- Parents / Guardians (Students over 18) should complete the book loan scheme application form, refer to appendix 1.
- Each parent / guardian / Student over 18 is required to pay an administration fee as stated.
- There should be a signed declaration by the parent / guardian / student over 18 stating that they agree to return all books loaned, in good condition, on the day of the final State Examination.
- Any student who loses or mislays a book will be required to replace it.
- Reminder notices to return books will be given to students during the last academic term.

- If books have not been returned by the start of the next academic year, reminder letters will be sent to parent / guardian.

PROCEDURES FOR TEACHERS

- Teacher subject groups meet in March/April to decide on textbook requirements for the upcoming year within budget allocation. Where possible the existing stock of textbooks is to be used.
- A final list for each year group/subject is presented to the Principal before the end of April.
- For this system to work effectively and efficiently the school needs to know the composition of all subject groups in each year by mid-April.
- Third Year, Transition Year and Sixth Year students return all texts at the conclusion of the State Examinations/year.
- Outgoing First Year, Second Year and Fifth Year students will return their books in May. Their books are inspected and books in poor condition are flagged with parents.

RETURN OF BOOKS

- Books are returned into the system when students have finished using them.
- If books are not returned the book rental co-ordinator follows up on same.
- The cost of lost / excessively damaged books is borne by the student / parents.

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.

Note: Workbooks, copies, class materials and examination papers are not supplied by the scheme.

ROLES AND RESPONSIBILITIES

School

- To ensure sensitivity and discretion in securing the required textbooks for students in Central Technical Institute.

Teacher

- The subject teacher is to decide on textbook requirements for the upcoming year, and where possible the existing stock of textbooks is to be used.

Student

- Students are responsible for all textbooks issued to them by the school.
- Students are responsible for returning all loaned books into the system when they have finished using them.
- The cost of lost / excessively damaged books is borne by the student / parents.

MONITORING AND EVALUATION PROCEDURES

The Principal is responsible for ensuring that monitoring and evaluation of the implementation and effectiveness of the policy takes place.

REVIEW PROCEDURES

Following Evaluation, appropriate changes and improvements are made to the policy and its implementation.

BOOK SCHEME

If you would like your child to avail of the book scheme option please return this form to:

Name of Year Head
Central Technical Institute
Clonmel

BY XXXXXXXX

It is the policy of Central Technical Institute to maintain a book loan scheme, which is fair and equitable for all.

NAME OF STUDENT: _____

NAME OF PARENT / GUARDIAN: _____

CLASS: _____

HOME ADDRESS: _____

TELEPHONE HOME: _____ MOBILE: _____

I agree to return in good condition, all books, lent to my son / daughter at the end of each school year. Books will be inspected during the school year and I agree to pay the cost of replacing lost / damaged books that were loaned to my son / daughter.

SIGNED (PARENT / GUARDIAN): _____

SIGNED (Student where over 18)

DATE: _____

Signed



Chairperson BOM



Principal

Date: 30/3/22