

**Junior Cycle Book Scheme and Stationery Provision**

**Objective**: This policy aims to outline the expectations of parents/guardians regarding the Junior Cycle Book Scheme and the provision of stationery packs by Tullow Community School, 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.

**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.**

**Book Scheme:**

* The books provided under the book scheme always remain the property of Tullow Community School. These books are lent to students for the academic year and must be treated with care and respect. Books that are part of this scheme will be returned to the school 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. Junior Cycle students are required to return all books at the end of 3rd year or in the event of transferring school during the Junior Cycle programme.
* 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:**

* Tullow Community School will provide some specialised resource materials/packs for Junior Cycle 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.
* All copies, hardbacks, display folders and equivalent will be supplied by the school.
* **Parents/guardians should be aware that the stationery pack provided may not fully cover the total stationery and equipment requirements for all subjects.**
* **Basic stationery required for all subjects must be acquired separately by parents/guardians. Basic stationery includes; pencil case, Pritt Stick, scissors, colouring pencils, red/blue/black pens, a set of highlighters, Post-it notes, pencils, pencil sharpener and eraser.**
* **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:**

* Tullow Community School acknowledges that unexpected exceptional circumstances may arise, and endeavours to work with parents/guardians to address these challenges related to the book 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 School Book 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.

Tullow 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 Monday June 17th, 2024.

I/We, confirm that I/we accept and understand the above conditions in relation to the Junior Cycle Book Grant Scheme. Failure to comply with the agreement may result in the student becoming ineligible for access to the free book scheme in future years.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_