

COLÁISTE MUIRE  
SECONDARY SCHOOL

Junior Cycle Book  
Scheme and  
Stationery Policy



2024/25

**Objective:** This policy aims to outline the expectations of Parents & Guardians regarding the Junior Cycle Book Scheme and the provision of stationery packs by Coláiste Mhuire, ensuring the proper care of school property and addressing responsibilities in cases of loss or damage.

**Note 1:** Schools are operating the School Book Scheme on a predefined and limited budget as determined by the Department of Education.

**Note 2:** It is important to note that the budget, as determined by the Department of Education, is subject to change annually so we cannot guarantee the same provision year on year.

#### **Book Scheme:**

- The books provided under the book scheme remain the property of Coláiste Mhuire at all times. These books are lent to students for the academic year and must be treated with care and respect.
- It is important to note that the school re-use the books purchased under this scheme in subsequent years.
- 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.
- 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 as budgets will not allow for this.

#### **Stationery Provision:**

- Coláiste Mhuire 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 for each year group at Coláiste Mhuire.
- Parents & Guardians should be aware that the provided stationery pack may not fully cover the total stationery and equipment requirements for all subjects.
- 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 & Guardians in advance.
- Used and/or lost stationery is to be replenished/replaced by Parents & Guardians.

### **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 appropriate.
- Financial constraints should not hinder a student's access to educational resources. Parents & Guardians facing difficulties in meeting these obligations are encouraged to communicate with the school to explore available payment options.

### **School Support:**

- Coláiste Mhuire 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.
- 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.*

### **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 Board of Management, with consideration for input from relevant stakeholders.

Coláiste Mhuire is committed to fostering a collaborative relationship with Parents & Guardians & Students to support the educational journey of our students.



# Coláiste Mhuire An Muileann gCearr



## Junior Cycle Book Scheme and Stationery Provision

This policy was reviewed in September 2024 and the Board of Management adopted it on September 12<sup>th</sup> 2024.

It will be reviewed again at the beginning of the academic year 2025/26.

Signed: Moira Mahon

**Ms. Moira Mahon**  
**Chairperson of the Board of Management**

Date: 12/9/2024



Iontaobhas Scoileanna Éamainn Rís  
Edmund Rice Schools Trust