

# BOOK RENTAL POLICY

Colaiste na Mi





## Colaiste na Mi Book Rental Policy

### Table of Contents

Mission.....	2
Rationale .....	2
Background .....	2
Operation of the Book Rental Scheme .....	3
Procedure for Teachers.....	3
Procedure for existing students.....	3
E-Codes .....	4
New Entrants .....	4
Purchase of Books.....	5
Distribution of Books .....	5
Maintenance .....	5
Return of Books.....	6
Book Rental Scheme Membership.....	6
Frequently Asked Questions .....	7
What is the Colaiste Na Mi Book Rental Scheme?.....	7
Who owns the books? .....	7
What is the cost and when do I have to pay?.....	7
Is there a Rental Deposit? .....	8
What are the benefits to having a Book Rental Scheme? .....	8
Is the Book Rental Scheme for all students? .....	9
Will the school be buying new books each year? .....	9
How much is charged if a book is damaged or lost?.....	9
What happens if I cannot pay the Fee in one go? .....	9
What happens if I do not pay the Fee? .....	10
What happens if I don't want to take part in this Scheme? .....	10
What happens if my child leaves a book/books at home/in a friend or family member's home/after school? .....	10
Book lists .....	11
Leaving Certificate .....	11
Junior Certificate.....	12



## Colaiste na Mi Book Rental Policy

### Mission

Coláiste na Mí is a child-centred, supportive learning environment where each student is encouraged and facilitated in realising their full potential in a positive climate which is caring, respectful, fair, and inclusive. The school community of Coláiste na Mí is a partnership of students, staff, parents and all members of our community. The promotion of personal development and learning through hard work, creativity and commitment is a priority in our school.

### Rationale

It is the policy of Coláiste na Mí to establish and maintain a book rental scheme, which is fair and equitable for all. All students are facilitated to have textbooks at minimum expense to their parents. Teaching and learning is further enhanced by offering both textbooks and e-books where possible.

### Background

The Book Rental Scheme was set up in Coláiste Na Mí by the Board of Management in 2017, whereby, for a nominal annual charge, textbooks and e-books are provided for each student. This has proven to be a major cost saving for parents in view of the ever-increasing costs of school life. To assist parents with the cost of each child's education, our Book Rental Scheme lets parents/guardians rent all required books every year that the student is in our school. Please note, that while we call this a Book Rental Scheme, the fees paid may cover many other items, such as learning resources, materials and photocopies. All schoolbooks to be used during any school year are selected by the teaching staff. An Assistant Principal operates the Book Rental Scheme under the guidance of the Principal, with the assistance of the School Secretary and nominated members of staff. The Book Rental Scheme Fee may be paid through the Way2Pay facility.



## Colaiste na Mi Book Rental Policy

### Operation of the Book Rental Scheme

#### Procedure for Teachers

Teacher subject department 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. Books supplied under the scheme may be new or used and are delivered to the students at the discretion of the book rental coordinator and Principal.

A final book list for each subject department is presented to the Principal before Easter.

For this system to work effectively and efficiently the book rental coordinator needs to know the composition of all subject groups in each year for the year ahead by the Easter break.

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 do not return their textbooks in May.

#### Procedure for existing students

Parents/guardians of children already in the school are informed by May of the cost of the rental charges and the dates of collection of these fees for the upcoming year. This are subject to change depending on fluctuating costs of materials resources etc.

Charges for academic year 20/21 are as follows.

1<sup>st</sup> year: €125 (inclusive of €50 deposit)

2<sup>nd</sup> year: €75

3<sup>rd</sup> year €0

4<sup>th</sup> year €0

5<sup>th</sup> year: €160

6<sup>th</sup> year €0



## Colaiste na Mi Book Rental Policy

This is an extremely modest request compared to the overall cost of purchasing books individually. It resembles a significant cost saving when compared to purchasing books outside of the scheme.

Any parents/guardians who choose not to take part in the Book Rental Scheme must provide all books and/or materials needed by the student in that given year. The full book lists are listed on a subject-basis along with current costs in the Frequently Asked Questions section of this Policy.

Parents/guardians will receive a copy of this Policy at the end of May and must agree to these by signature upon payment in order to participate in the scheme. Fees are collected by **the end of May at the latest** and receipts are issued once the fee is paid in full.

If any student's Book Rental Scheme Fee is not paid, that student will not have any books on the first day of the new school year. Only when the fee is paid, will the student be given the books.

### E-Codes

E-Codes for e-Books will be distributed with the textbooks. It is the responsibility of the student/parent/guardian to ensure all e-codes are inputted correctly. Any codes that are lost or inputted incorrectly will be replaced but at the cost of the code. Instructions on how to input these codes will be provided with the textbook and/or can be found online.

### New Entrants

Parents/guardians of any incoming students are informed of our Book Rental Scheme when an offer of a place in the school is made.

A deposit of €50 is kindly requested to cover any loss or damage and is payable upon first entering the Scheme. This will be carried from year to year. Upon request, the deposit will be paid back to parents/guardians at the end of the student's time in our school.

For all 1<sup>st</sup> year students, the Fee and Deposit are payable via Way2Pay by the end of May each year. Books will only be given to a student upon receipt of the fee and deposit.



## Colaiste na Mi Book Rental Policy

### Purchase of Books

Books are purchased, from an approved supplier, in line with ETB/DES procurement procedure.

Student numbers per class group/subject for the next academic year are calculated.

Stock balances are deducted from orders.

Orders for books and all additional requirements are placed and purchased for delivery in time for the new school year.

### Distribution of Books

Subject teachers procure books for their classes by completing a Requisition Form and having it counter-signed by the Principal. The form is then passed on to the Book Rental Coordinator for processing.

Texts are allocated by book rental personnel having been counted, recorded and checked. Parent/Students collect them from the Book Store. They must cross check them before leaving and sign for them. Any discrepancy after this point will be at the parents/student's expense.

### Maintenance

Students are responsible for all textbooks issued to them by the book rental scheme and are actively encouraged to take proper care them.

Students should handle them with care. While we make an allowance for standard wear and tear, all marked, damaged or torn books must be replaced with new ones. Students/parents/guardians will be charged the cost to replace the book(s) and/or will result in the loss of the deposit.

Should a book be lost or damaged, then the student/parents/guardians will be charged the price to replace that book and/or lose their deposit. If the cost of lost/damaged books is not made up by parents/guardians by the end of the school year, the school may refuse membership of the scheme for the following school year.



## Colaiste na Mi Book Rental Policy

The school will keep track of who is using what book by affixing barcoded labels to each book. This is done before the books are handed out upon the fee being paid. The school uses the DataBiz book rental software to monitor books.

The condition of the books is monitored by class teachers, book rental coordinator, Year head and the Principal.

### Return of Books

When books are finished with by each student, they are returned to the Book rental coordinator and must be scanned back in.

The quality of the books will be assessed upon return. If a book is lost, marked or damaged in any way, the student/parent/guardian will be charged the cost to replace the book and/or lose their deposit.

All books must be returned by the completion of the state exams. This will be communicated to students/parents/guardians.

The cost of unreturned, lost or damaged books is covered by parents/guardians and this will be communicated to parents/guardians.

### Book Rental Scheme Membership

Membership of the book rental scheme is at the discretion of the Board of Management of Colaiste na Mí.

All parents/guardians must read and accept the Book Rental Scheme Policy, which forms its Terms and Conditions. Any parents/guardians who choose not to be part of the Book rental Scheme must inform the school by May 30th of each year and they must purchase all books needed by their child for the next school year.

Any parents/guardians who do not abide by the Book Rental Scheme Policy may not be permitted to take part in the Scheme for the following school year.



## Colaiste na Mi Book Rental Policy

### Frequently Asked Questions

#### What is the Colaiste Na Mi Book Rental Scheme?

The Colaiste Na Mi Book Rental Scheme means that the school will purchase all textbooks for the students, and parents pay a rental charge to the school each year for the use of these books. It also includes access to online textbooks and resources for use in the classroom.

#### Who owns the books?

The school always remains the owner of all books.

#### What is the cost and when do I have to pay?

Fees per student for academic year 20/21 are as follows.

1<sup>st</sup> year: €75

2<sup>nd</sup> year: €75

3<sup>rd</sup> year €0

4<sup>th</sup> year €0

5<sup>th</sup> year: €160

6<sup>th</sup> year €0

This is an extremely modest request compared to the overall cost of purchasing books individually. This is significantly cheaper than buying the schoolbooks that your child will require for the year. The Book Rental Fee will be charged in the month of May prior to the start of the school year in September. This is to allow enough time to purchase all books required for the new school year and is aimed at spreading costs for parents to avoid the big 'September Spend'.





## Colaiste na Mi Book Rental Policy

Please note that the annual fee may increase but this Policy will be updated to state any possible changes and the reasons why.

### Is there a Rental Deposit?

Yes. There is a once-off €50 deposit payable for each student when they join the school, to ensure the safe return of the books. This deposit will be used to replace and lost/damaged books if necessary. It will carry forward from year to year. If part of the deposit is be used to replace a lost/damaged book, the deposit must be restored to the full €50 prior to the next year. The deposit will be refunded upon request when your child leaves CNM.

### What are the benefits to having a Book Rental Scheme?

There are many benefits for both parents and pupils; the scheme will greatly reduce the amount of money spent by parents/guardians each year on books.

Parents do not have to worry about buying books.

All schoolbooks will be provided by the school on the first day of the year.

As the school is buying in bulk, there will be a significant discount on price.

All students will have access to a much wider range of textbooks, as the school will purchase additional class texts.

Teachers are not limited to covering all material in one book, but rather are free to choose the best and most appropriate material from a wide range of texts.

The back to school costs for parents are spread more evenly throughout the year.



## Colaiste na Mi Book Rental Policy

### Is the Book Rental Scheme for all students?

Yes. CNM operates the Book Rental Scheme for all pupils in the school. If a student were not to participate in the scheme, then parents/guardians would have to purchase all books that their child will use in class. This would be hugely costly for parents.

### Will the school be buying new books each year?

The school will need to replace sub-standard / damaged books each year with new books.

The school will purchase additional books annually to provide a wider range of resources for our pupils.

### How much is charged if a book is damaged or lost?

A certain amount of acceptable wear and tear is accepted. However, if a book is damaged and deemed unsuitable to remain in the Book Rental Scheme, that book will have to be replaced by the parent/guardian. Furthermore, any lost books will have to be replaced. We will not be able to provide photocopies of the book. Any books that have been lost or damaged must be replaced by the parent within five days.

### What happens if I cannot pay the Fee in one go?

If you wish to pay the Fee in installments, please let us know and we will be glad to accommodate you. However, you must let the school know as soon as possible otherwise books/resources/materials may not be ordered for your child so you may not be included in the Book Rental Scheme for the following year and we will not be able to provide photocopies. Installments can be made over the summer months (June, July, August) but must be completed by the first day of the new school year.



## Colaiste na Mi Book Rental Policy

### What happens if I do not pay the Fee?

If you do not pay the fee by the given date in May, your child will not have any books ordered for September and will not be given any books/resources/materials on the first day of the new school year. We will not be able to provide photocopies.

### What happens if I don't want to take part in this Scheme?

As we will only ever have enough books/resources/materials for students whose parents/guardians sign up to this Scheme, if you choose not to take part then you will have to buy all the books/resources/materials your child will need yourself. We are not able to provide photocopies.

### What happens if my child leaves a book/books at home/in a friend or family member's home/after school?

If you are taking part in the Scheme, then this will be handled with sensitivity by the teacher – just get the book/books back as soon as possible. However, if we do not hear from you and if the book or books are still missing after five working days, they will have to be replaced, either from the deposit or at the cost of the parent/Guardian, whichever is applicable.



## Colaiste na Mi Book Rental Policy

### Book lists

#### Leaving Certificate

<b>SUBJECT</b>	<b>TITLE</b>	<b>PUBLISHER/AUTHOR</b>
Irish	Fiuntas Nua (HL)	Edco
	Fuinneamh Nua (OL)	Edco
English	New Explorations	Gill
	Expression	Forum
Maths	Active Maths 3 (OL)	Folens
	Effective Maths 1 (HL)	CJ Fallon
	Effective Maths 2 (HL)	CJ Fallon
French	Mosaïque	Edco
	Bien Duit	Edco
Spanish	Espanol en Accion	Folens
	El Espanol Bien Hablado	Folens
History	Modern Europe	Gill
	Modern Ireland	Gill
Geography	Horizons Book 1	Folens
	Horizons Book 2	Folens
Home Ec	Complete Home Ec	Educate.ie
Business	It's the Business	Edco
Art	Appreciating Art	Gill
Construction	Construction Technology	Gill
Biology	Biology Plus	Edco
Economics	Positive Economics	Edco
Accounting	Accounting for senior cycle	Edco
DCG	Graphics in design and communication	Gill
Chemistry	Chemistry Live	Folens
Music	Music Workbook Course B	Folens
Physics	Physics Plus	Edco



## Colaiste na Mi Book Rental Policy

### Junior Certificate

<b>SUBJECT</b>	<b>TITLE</b>	<b>PUBLISHER/AUTHOR</b>
Irish	Cinnté	Edco
English	Fire and Ice	Gill
Maths	Text and tests	Folens
French	Bienvenue en France	Folens
Spanish	Aprendemos	Folens
History	Time Bound	Folens
Geography	Real World Geography	Folens
SPHE	My Life	Folens
Home Ec	At Home	Educate.ie
Science	Exploring Science	Edco
Business	Time for Business	Edco
Woodwork	Wood technology	Edco
Graphics	Discovering Graphics	Folens
Music	Sounds good	Edco