



## **FCJ Secondary School Buncloody School Book Scheme Policy**

FCJ Secondary School endeavours to provide a student centred, inclusive and supportive learning environment where each student is encouraged to reach their full potential.

### **Background:**

The School Book Scheme introduced at Junior Cycle, by the Government Budget 2024, was extended in Budget 2025 to include Senior Cycle with the aim of eliminating the cost of schoolbooks for parents of students in post-primary schools in the Free Education Scheme.

Schools operate the school book scheme on a predefined and limited budget as determined by the Department of Education. 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.

All textbooks supplied under the school book scheme shall remain the property of FCJ Secondary School and may be subject to inspection at any time by a member of staff. Activity/workbooks where required by students on an individual basis become and remain the property of the student.

A member of the Senior Management team will oversee the operation of the school book scheme.

### **Objective:**

This policy aims to outline the operation of the school book scheme and the expectations of students and parents/guardians in ensuring the proper care of the books and equipment and the responsibility in cases of loss or damage.

### **Procedures:**

Relevant subject department teachers will decide on the textbook and stationery requirements for the upcoming year by February each year and the booklist will be updated accordingly. Where possible the existing stock of textbooks will be used. Books supplied under the scheme may be new or second-hand.

Parents of incoming first year students are given the opportunity to 'opt in' or 'opt out' of the school book scheme following enrolment. Parents of students who opt into the scheme in 1<sup>st</sup> year are automatically enrolled in the scheme for the duration of their time at FCJ Secondary School.

A student transferring to FCJ from another school will be given the opportunity to 'opt in' or 'opt out' of the scheme at the time of enrolment.

Each parent/guardian and student, who enrolls in the school book scheme, will be required to read and accept the School Book Scheme terms and conditions, a copy of which, will be retained by the school.

Each student will receive a full set of books appropriate to their subject choice for the school year. They will also be provided with a standard stationery pack. This pack is intended to cover basic stationery needs for academic purposes. Used and/or lost stationery is to be replenished/replaced by parents/guardians. The list of books and stationery which will be provided to students will be issued to all parents by June 30<sup>th</sup> each year.

Additional specialised classroom resources required for specific subjects may need to be charged for. Where necessary, this requirement will be notified to parents by June 30<sup>th</sup> each year and payment will be made through VShare.

Junior Cycle textbooks will be returned to the school at the conclusion of each academic year. Transition Year books, where relevant, will be returned on completion of the Transition Year programme. Senior Cycle textbooks will be returned on completion of Senior Cycle with an in-school audit carried out in May of 5<sup>th</sup> year. At these times the condition of the books will be assessed.

Where a student leaves FCJ Secondary School, their full set of textbooks and relevant equipment must be returned to the school.

New additions/changes to the textbooks covered under the school book scheme will be facilitated on a rotation basis. All changes will be made in consultation with the School Book Scheme Co-ordinator and School Principal with due regard for the available budget.

If any student has a concern with regards to the loss or damage of a book, they must bring it to the attention of the School Book Scheme Co-ordinator without delay.

**Purchase of books and stationery:**

Books are purchased by the school in line with public procurement guidelines.

**Distribution of books and stationery:**

Students will be provided with their full set of books and stationery pack in advance of the start of the academic year. Parents will be contacted in advance regarding arrangements for collection of same from the school.

**Maintenance of books:**

Textbooks will be covered and/or labelled prior to being supplied to students. All individually assigned activity/workbooks will be labelled. Students are responsible for all textbooks issued to them by the school. While, all textbooks remain the property of the school it is the responsibility of the student to ensure that they remain in good condition and students are required to handle them with care. An undertaking to this effect is included in the school's code of behaviour under student commitments.

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/Senior 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 for the attention of the School Book Scheme Coordinator.

Students are responsible for the safe storage of their books. During the school day, books when not in use must be secured in their school locker.

Textbooks must not be written on, highlighted, or defaced in any way. Students may write in and/or highlight activity/workbooks, other than class sets.

Any student found to be abusing, defacing, or disposing of the textbooks will be required to reimburse the school for the replacement cost of the textbooks.

### **Return of Books and Equipment:**

Junior Cycle students will return their set of textbooks to the school at the end of each academic year to facilitate an audit of the books, allow for repair/replacement and updating the set of books for the following year. First and second year students return their textbooks on the days of their end of year exams. Third year students return their textbooks, novel(s) and play(s) on the days of their Junior Cycle State Examinations.

Transition Year students will return books, where relevant, on completion of the Transition Year programme.

Senior Cycle students return their textbooks, novel(s) and play(s) on completion of Senior Cycle ie. on the days of their State Examinations.

Graphics/DCG and Wood Technology/Construction Studies students will return their drawing equipment, including the wooden storage box following their state examination.

Students will also return their calculators and log tables on completion of Senior Cycle State examinations.

Individually assigned activity/workbooks should not be returned to the school by any year group. They are retained by students for use in the following year(s).

Students and parents will be notified of procedure regarding return of books & equipment in advance of the date. If books and/or equipment are not returned the book scheme co-ordinator will follow up on same. The cost of lost, unreturned, or excessively damaged textbooks or equipment is borne by the parent(s)/guardian(s) of the student.

### **School Support**

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.

FCJ Secondary School 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.

FCJ Secondary 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.

**Review and Amendments:**

There will be an annual review of the School Book Scheme.

Amendments may be made to this policy as deemed necessary by the school Board of Management, with consideration of input from relevant stakeholders.



**FCJ Secondary School**

**Junior Cycle School Book Scheme 2025/2026**

**Terms and Conditions**

1. Textbooks and equipment supplied under the School Book Scheme shall remain at all times the property of the school. They can be subject to inspection at any time by a member of staff.
2. I agree that I will endeavour at all times to ensure that the textbooks and equipment assigned through the School Book Scheme are kept safe, maintained in good condition and returned to the school by the designated dates.
3. Any student found to be abusing, defacing or disposing of textbooks or equipment will be required to reimburse the school for the replacement cost of the items.
4. The cost of replacing lost, unreturned or excessively damaged textbooks or equipment is borne by the parent(s)/guardian(s) of the student.
5. Textbooks and equipment supplied under the School Book Scheme may be new or second-hand.
6. Used and/or lost stationery will be replenished/replaced by parents/guardians.
7. I have read and understand the School Book Scheme policy document and accept the terms and conditions.

Parent/Guardian and student will be required to sign and return a copy of the Terms & Conditions, as set out above, on return to school. A copy will be provided when collecting books in August.