

Holy Family Secondary School



Junior Cycle Book Scheme and Stationery Provision

JUNE 2024

1. Link to Mission Statement
2. Rationale
3. Responsibilities and Standard Operating Procedures

Ratified by Board of Management on: 18th June 2024

Proposed Next Policy Review date: As required

Chairperson, Board of Management
Mrs Teresa Brophy

Secretary, Board of Management
Mrs Sarah Allen

Representative of the Trustee
Fr. Joe McDermott

1. Link to Mission Statement

This Policy has been developed in line with our Mission Statement which states;

'We promote the Christian virtues of faith, hope, love, gentleness, respect and tolerance, and we emphasise togetherness and family. Guided by these Christian virtues, and dedicated to the pursuit of excellence, it is our mission to provide a safe, caring, inclusive learning environment in which to foster the spiritual, intellectual, academic, aesthetic, physical, emotional and social development of each pupil so that she may fulfil her own unique potential and may leave our school with the capacity and the willingness to contribute to the building of a society characterised by these Christian virtues'

2. Rationale

This policy aims to outline the expectations of parent(s)/guardian(s) regarding the Junior Cycle Book Scheme and the provision of stationery packs by Holy Family Secondary 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 the school cannot guarantee the same provision year on year.**

3. Responsibilities and Standard Operating Procedures

Book Scheme:

- The books provided under the book scheme remain the property of Holy Family Secondary School 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 schools will continue to use books already in circulation under school book rental schemes. Schools will also re-use the books purchased under this scheme.
- It is the responsibility of parent(s)/guardian(s) to ensure that students handle the books with care to facilitate their reuse by the school in subsequent years.
- Parent(s)/guardian(s) 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.
- Lost books are to be replaced by Parent(s)/Guardian(s).
- Only one set of books will be provided to each student.

Stationery Provision:

- Holy Family Secondary School 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.
- **Parent(s)/guardian(s) 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 parent(s)/guardian(s).

Responsibilities of Parent(s)/Guardian(s):

- Parent(s)/guardian(s) 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. Parent(s)/guardian(s) facing difficulties in meeting these obligations are encouraged to communicate with the school to explore available support options.

School Support:

- Holy Family 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.

The school will provide assistance and guidance as needed to ensure all students have access to certain 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 Board of Management, with consideration for input from relevant stakeholders.

Holy Family 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.

