

**Book Rental Scheme and School Payments Policy**

**2014+**

**Board of Management Scoil Bhríde Nurney**

**2014+**



**Scoil Bhríde**

**Book Rental Scheme and School Payments Policy**

**Introduction:**

The following book rental scheme and school payments policy aims to make a significant difference to the cost of providing textbooks for pupils in Scoil Bhríde Nurney and outline how extra activities and materials will be charged for and collected.

**Background:**

The book rental scheme was set up in Scoil Bhríde Nurney by a volunteer group of parents, known as the book rental committee. All parents/guardians had to donate their children’s books to the scheme in order to make it financially viable from the start. With the passage of time, curriculum development and increased pupil enrolment, a more comprehensive scheme has been developed.

Primary teachers in general are trained to a basic foundation level in the teaching of subjects to children. However for lessons with a little more expertise in areas such as sports, swimming, music, local history, science, drama and the arts etc. it can be necessary to call in expert help. This however sometimes costs money. As a school and a local community we want the best for the children living in our Community.

All primary schools in Ireland receive an annual capitation grant for each pupil in their school. In 2010 this grant was approx. €200 per pupil (approx €1.09 per pupil per day). In 2017 the grant is approx. €170 per pupil (approx 92c per pupil per day). The capitation grant is used for the day-to-day running of schools (heating, cleaning, lighting, maintenance of school premises and grounds) and for teaching materials and resources. Whilst living costs have risen generally by 30% since 2010, the funding of pupils in primary school has reduced and is less than it was 7 years ago. This is why primary schools up and down the country are constantly fundraising to plug this gap. Since 2010 heating costs have risen, electricity costs have risen, phone charges have risen, service charges have risen (security monitoring, fire extinguishers, insurance, refuse, phone, internet, electrician, plumber, grass cutting) cleaning costs have risen (soap, toilet tissue, hand towels, bleach etc.) and schools pay both water charges and VAT. Other school costs such as photocopying, printing, library books, math’s equipment, PE equipment, Special Education Needs resources, stationary, postage, buses for day trips and matches, furniture, paper, funding shortfalls due to non-payment of costs by parents, notice boards, flipcharts (and up until recently ICT costs) etc. are all paid from this grant also. The 92c per pupil per day falls way short of what a school needs to stay afloat. So support from and of the PTA is vital. As a school we also depend on prompt and full payment of school charges. They are critical to resourcing the children’s education and keeping the school afloat financially.

**Rationale:**

The Board of Management, in this policy addresses the requirements of Circular 35/91 regarding the provision of a loan/rental scheme for school books. The Board of Management also fully supports the PTA and its vital contribution to fundraising. The Board of Management also addresses in this policy the requirement for prompt and full payment of school charges. They are critical to resourcing the children’s education and keeping the school afloat financially.

**Relationship to School Ethos:**

To provide the option of a cost effective school book rental scheme to all families in our school community to keep costs to parents/guardians to a minimum and to resource the children’s education and keeping the school afloat financially.

**Benefits:**

* significant savings in cost of textbooks
* availability of books from the beginning of the school year
* greater access to a wider range of textbooks
* avoiding travelling and queuing for books in shops
* to reduce the weight of school bags, in accordance with Dept of Education and Skills guidelines
* to resource effectively the children’s education and keeping the school afloat financially

**Aim:**

The pupils within the scheme are facilitated to have text books supplied to them at minimum expense to their parents/guardians. The Board of management aims to effectively resource the children’s education and keeping the school afloat financially

**Book Rental scheme Implementation:**

* The scheme is voluntary. Booklists will be supplied to parents/guardians in the normal way (beginning in the school year 2016/17)
* An annual rental charge will apply. Payment of the charge will secure the rental of all relevant textbooks listed in the booklist as and when required throughout the school year.
* Purchase of workbooks, disposable materials and stationary will remain outside the scope of this scheme and remain the responsibility of parents/guardians
* The scheme will operate annually.
* A fee per child is charged to each family in June annually.
* Books have been researched, identified and listed by the teaching staff for inclusion in the scheme (usually by the end of May)
* The Books are then ordered and arrive in the school, covered to prolong their use.
* Old, existing books are checked, repaired or discarded in late June to determine the numbers required for ordering.
* All existing stock of books, once they are in good condition, will be used.
* Books supplied under the scheme may be new or used and are delivered to the pupils at the discretion of the principal.
* When the new books arrive, they are stamped with the school stamp and labeled with the relevant child’s name. The books are then distributed to the appropriate classrooms in time for the beginning of the new school year.
* Each teacher takes responsibility for the collection of books at the end of the school year and in ensuring that the correct amount of books is identified for ordering for the following year.
* Books that are no longer required by the school are sent for recycling in accordance with our Green School Policy.

**Responsibility for Books:**

The responsibility for the care and keep of the books lies with the child and parents. If a

Book is lost during the year or damaged beyond use; it must be replaced by the parent.

**Current Practice:**

* Parents are informed in the first week of June of the cost of the rental charges and the dates of collection of these fees for the upcoming year.
* Parents of incoming pupils are informed when an offer of a place in the school is being made. Acceptance of offered place letters are to be returned to the school by 3pm the last day school day of March along with a non-refundable deposit of one child’s book rental fee.
* Parents receive the terms and conditions of the scheme in the first week of June and must agree to same in signature in order to participate in the scheme.
* Monies are collected by 3pm of the third Friday in June and receipts are issued.

**Annual Charges:**

* The annual charge may vary from year to year.
* Book rental payments can be paid by cash, cheque (made payable to *‘Scoil Bhríde Nurney’* ) or online
* The annual school book grant from the DES is distributed through the school to the book rental committee.

**Procedure:**

* The staff and Principal will decide by the end of May on the book list and additional requirements for the upcoming year.
* All existing stock of books is used.
* The final book list for each year is presented to the book rental committee.
* Books supplied under the scheme may be new or used and are delivered to the pupils at the discretion of the book rental committee.

**Purchase of Books:**

* Pupil numbers for the next academic year are calculated.
* Stock balances are deducted from orders.
* Book orders are placed and purchased from a sole supplier.

**Maintenance:**

* The scheme **can include class text books and workbooks**.
* The scheme will **not include** Stationary / Photocopying/ Art and Craft fees.
* Books will be covered and stamped with the school stamp.
* The books will be the property of the school.
* Books will be in the classroom for fully paid up pupils on the first day of the school year.
* If any child’s Book Rental Scheme Fee is not paid by 3pm of the third Friday in June, that child will not have any books on the first day of the new school year. ‘Book rental’ books will only be ordered for and issued to a child when the book rental fee is paid in full.
* Books will be subject to inspection regularly. Lost or damaged books will have to be replaced by the parent/guardian who signed for the books.
* Parents and pupils are reminded of best practice, regarding care and maintenance of the books.
* Pupils are responsible for all textbooks issued to them by the book rental scheme and are actively encouraged to take proper care them.
* Pupils should handle them with care. Pen and pencil marks, water damage or torn books will not be accepted and must be replaced.
* While we make an allowance for standard wear and tear, all marked, damaged or torn books must be replaced with new ones.
* All text books are covered with clear plastic covers either by the book committee or the book supplier
* Class teachers will co-ordinate the application of small labels with their pupil’s name on the text books.
* No sellotape or staples are permitted on the books.
* Teachers also have a vital role to play in the proper care and condition of the textbooks.
* Inspection of all books will take place by the book committee on pre-determined dates. Teachers will inform the pupils that all text books are required on that day for inspection. The condition of the books is monitored.

**Distribution of Books:**

* When the book list for each class is complete, the book list is sent home with each pupil in the first week of June (beginning in the school year 2016/17)
* Books will be in the classroom for fully paid up pupils on the first day of the school year.
* If any child’s Book Rental Scheme Fee is not paid by 3pm of the third Friday in June, that child will not have any books on the first day of the new school year. Only when the Fee is paid will the child be given the books.
* Books will be left in school and pupils will only take home books required for homework.
* A suitable data base will be used to track and record the Book Rental Scheme.

**Return of Books:**

* All books are returned to the class teacher at the end of the school year. When books are finished in each class, they are returned to the book committee.
* A date is decided with the Principal as to the last date for all book returns from the teachers.
* The cost of lost or damaged books is borne by the parents. This will be communicated to parents/guardians in the last week of the school year.
* 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.
* A suitable data base will be used to track and record the Book Rental Scheme.

**Book Rental Scheme Membership:**

* All parents/guardians are encouraged to enter into the scheme, to ensure it is successful.
* Any parents/guardians who choose not to take part in the Book Rental Scheme must provide all books and/or materials needed by their child in the relevant school year.
* Membership of the book rental scheme is at the discretion of the Board of Management of Scoil Bhríde Nurney
* All parents/guardians must read and accept the book rental scheme terms and conditions and return it signed and dated with the fee to the school by 3pm of the third Friday in June at the latest. Unfortunately applications to join the book scheme cannot be accepted after this date as we need to order the books from the supplier.
* All existing pupils who wish to become new members of the scheme must donate their children’s books to the scheme.
* 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.

**Evaluation:**

The success of the Book Rental Policy is measured through:

* significant savings in cost of textbooks
* availability of books from the beginning of the school year
* greater access to a wider range of textbooks

**Frequently Asked Questions:**

***What is the Scoil Bhríde Nurney Book Rental Scheme?***

The Scoil Bhríde Nurney Book Rental Scheme means that the school will purchase select textbooks and workbooks for the children, and parents pay a rental charge to the school each year for the use of these books.

***Who owns the books?***

The school remains the owner of all books at all times.

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

The Book Rental Fee is currently €60 per year per child (if you have two or more children, the cost is less). This is a significantly cheaper figure than buying all of the school books that your child will require for the year. The Book Rental Fee will be charged in the month of June prior to the start of the school year in September. This is to allow enough time to purchase all books a resource required for the new school year, and is aimed at spreading costs for parents to avoid the big ‘September Spend’.

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

***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 including workbooks 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 pupils 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.

***Is the Book Rental Scheme for all pupils?***

Yes. Scoil Bhríde Nurney operates the Book Rental Scheme for all pupils in the school. If a child 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 do not pay the Fee?***

If you do not pay the fee by the given date in June, your child will not have any books ordered for September and will have 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 children whose parents/guardians sign up to this Scheme, if you choose not to take part then you will have to buy*all* of the books/resources/materials your child will need yourself. We are not able to provide photocopies.

***What happens if my child leaves their book/books at home/in a friend or family member’s home/afterschool?***

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 and we will provide any necessary photocopies. However, if we do not hear from you and if the book or books are still missing after five working days, it will have to be replaced by the parent/Guardian

**School Book Rental Annual Membership Form**

**A *School Book Rental Scheme* is in operation in the school.**

**The following terms and conditions apply to the scheme.**

* The scheme is operated by the book rental committee. This committee comprises of teachers, parents nominated by the Parents Association and the Principal representing the Board of Management.
* An annual rental charge will secure the rental of all relevant text books on the book rental list, as and when required during the school year.
* The rental charge is set annually by the Book Rental Committee.
* For the school year beginning **September 2020**, the charge is as follows:
* 1 child €60
* 2 children €110
* 3 or more children €150
* For this school year **September 2020** the payment deadline date is **March 31st 2020**.This allows the school to avail of publisher discounts, ensure supply before publisher stocks run out and get the books covered front and back.
* Books are ordered before the summer holidays for those who have fully filled in the bottom part of this form and returned it to the school office with their full Book rental payment. Therefore your child will receive their school books the first day back at school after the summer holidays.
* Late membership into the scheme may be accepted after the summer holidays once the bottom part of this form is fully filled in and returned to the school office with the full book rental fee. Only then will Book rental books be ordered for and issued to your child. Therefore your child will not receive their school books the first day back at school after the summer holidays, but will receive them within a timeframe depending on book supplier stock and courier delivery speeds *(factors outside of Scoil Bhríde Nurney’s control)*
* **PLEASE NOTE: ‘Book rental’ books will only be ordered for and issued to your child when you fully fill in the bottom part of this form and return it to the school office with your full Book rental payment.**
* The books supplied under the scheme will remain at all times the property of the school. They will be subject to inspection at any time by a member of the teaching staff or the Book rental Committee.
* If the books are written upon a fine will be imposed.
* Full compensation for lost or badly damaged books will be required
* If books are damaged or being lost on an ongoing basis, the pupils will not be allowed remain in the Book rental Scheme, and all the books will have to be returned.
* All books must be returned to the school by the end of June each year.
* Books supplied under the scheme maybe new or second hand at the discretion of the Book Rental Committee.
* Purchase of school stationary and disposable materials will remain the responsibility of parents.
* A school charge for photocopying, art and craft materials and test booklets will still apply.
* The department of education book grant scheme will be used in conjunction with this scheme.
* For families who apply for and qualify for the Book grant, the grant money will be set against the annual rental charge. The school will contact you as soon as the Book grant arrives.

***[Please fully fill in and detach the bottom part of this form and return it to the school office with your full Book Rental payment]***

* I have read the terms/conditions/policy for the Book Rental Scheme and I enclose the book rental fee

€ \_\_\_\_\_\_\_\_\_\_\_ **[enter the amount]**

for the school year beginning September **\_2020\_**

* Pupil name(s)*(please list all names)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*
* Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (parent(s)/guardian(s )signature) Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Incoming New Junior Infants – School Book Rental Annual Membership Form**

**A *School Book Rental Scheme* is in operation in the school.**

**The following terms and conditions apply to the scheme.**

* The scheme is operated by the book rental committee. This committee comprises of teachers, parents nominated by the Parents Association and the Principal representing the Board of Management.
* An annual rental charge will secure the rental of all relevant text books on the book rental list, as and when required during the school year.
* The rental charge is set annually by the Book Rental Committee.
* For the school year beginning **September 2020**, the charge is as follows:
* 1 child €60
* 2 children €110
* 3 or more children €150
* For this school year **September 2020** the payment deadline date is **March 31st 2020**.This allows the school to avail of publisher discounts, ensure supply before publisher stocks run out and get the books covered front and back.
* Books are ordered before the summer holidays for those who have fully filled in the bottom part of this form and returned it to the school office with their full Book rental payment. Therefore your child will receive their school books the first day back at school after the summer holidays.
* Late membership into the scheme may be accepted after the summer holidays once the bottom part of this form is fully filled in and returned to the school office with the full book rental fee. Only then will Book rental books be ordered for and issued to your child. Therefore your child will not receive their school books the first day back at school after the summer holidays, but will receive them within a timeframe depending on book supplier stock and courier delivery speeds *(factors outside of Scoil Bhríde Nurney’s control)*
* **PLEASE NOTE: ‘Book rental’ books will only be ordered for and issued to your child when you fully fill in the bottom part of this form and return it to the school office with your full Book rental payment.**
* The books supplied under the scheme will remain at all times the property of the school. They will be subject to inspection at any time by a member of the teaching staff or the Book rental Committee.
* If the books are written upon a fine will be imposed.
* Full compensation for lost or badly damaged books will be required
* If books are damaged or being lost on an ongoing basis, the pupils will not be allowed remain in the Book rental Scheme, and all the books will have to be returned.
* All books must be returned to the school by the end of June each year.
* Books supplied under the scheme maybe new or second hand at the discretion of the Book Rental Committee.
* Purchase of school stationary and disposable materials will remain the responsibility of parents.
* A school charge for photocopying, art and craft materials and test booklets will still apply.
* The department of education book grant scheme will be used in conjunction with this scheme.
* For families who apply for and qualify for the Book grant, the grant money will be set against the annual rental charge. The school will contact you as soon as the Book grant arrives.

***[Please fully fill in and detach the bottom part of this form and return it to the school office with your full Book Rental payment]***

* I have read the terms/conditions/policy for the Book Rental Scheme and I enclose the book rental fee

€ \_\_\_\_\_\_\_\_\_\_\_ **[enter the amount]**

for the school year beginning September **\_2020\_**

* Pupil name(s)*(please list all names)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*
* Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (parent(s)/guardian(s )signature) Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

June 20\_\_\_

Dear Parent/Guardian,

The Book Grant is tied in with our school’s Book Rental scheme. The charge for the Book Rental scheme is as follows: ***1 child €60, 2 children €110, 3 or more children €150***.

The Book Grant this year amounts to *€40 per pupil*. As you have qualified for access to the Book Grant that means your Book Rental fee is now as follows: ***1 child €20, 2 children €30, 3 or more children €30***.

If you have already paid your Book Rental fees to the school you will be reimbursed any money owed to you. If you have not already paid your Book Rental fees we would encourage you to do so urgently by 3pm of the third Friday in June, as non-payment means your child will have no books ordered for or allocated to them for September, you will have to purchase them privately yourself from your own book supplier. The Book Grant will still be paid to you through the school office.

If you have any queries on this, please feel free to contact me.

Yours faithfully,

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Vinny Thorpe

Principal

**School Payments Implementation:**

* Additional Requirements

This payment is collected at the beginning of a new school year by the class teacher. This payment may be used, depending on the particular class, to cover items such as: *art and crafts, photocopying, homework journals, copies, assessment tests, specialized stationary, class novels, folders, pencils, notebooks etc.* **Prompt payment of this money is urgent for the school to pay for the above mentioned items which the capitation grant fails to meet.**

Full payment of this charge is expected to be paid by parents/guardians by the last school day in September. This payment can be made to the class teacher by cash, cheque or using the online Aladdin Payment System. After the month of September a statement of additional requirement money owed to the school and an online payment request will be made at the end of each month seeking payment from those who have not paid, as prompt payment of this money is urgent for the school to pay for the above mentioned items which the capitation grant fails to meet.

* Swimming

Swimming will be offered to the relevant classes where the cost of *hiring a pool with qualified lifeguards, hiring a bus and hiring qualified swimming instructors*, will have to be met by parents. This payment can be made to the class teacher by cash, cheque or using the online Aladdin Payment System. After the swimming lessons have finished a statement of swimming money owed to the school and an online payment request will be made at the end of each month seeking payment from those who have not paid, as prompt payment of this money is urgent for the school to pay for the cost of hiring a pool with qualified lifeguards, hiring a bus and hiring qualified swimming instructors, which the capitation grant fails to meet. Parents who are not availing of swimming pool lessons for their children (be it for medical reasons or other) will need to put this request in writing for school records. These children will be left in the school with another class with assigned academic work to do. They will then rejoin their class when their class returns from the swimming pool. Children who have no swimming gear will also be left in the school with another class with assigned academic work to do. **Due to the cost incurred in hiring a pool with qualified lifeguards, hiring a bus and hiring qualified swimming instructors, the school cannot afford to reimburse parents for swimming lessons missed due to absenteeism or not having the proper swimming clothes.**

* School tours

School tours will be offered to the relevant classes where the cost of *hiring a bus and tour expenses* will have to be met by parents. This payment can be made to the class teacher by cash, cheque or using the online Aladdin Payment System. After the school tour has finished a statement of school tour money owed to the school and an online payment request will be made at the end of each month seeking payment from those who have not paid, as prompt payment of this money is urgent for the school to pay for the cost of hiring a bus and tour expenses which the capitation grant fails to meet.

* Extracurricular activities

Extracurricular activities (e.g. dance, aerobics, gymnastics, wood-turning, drum workshops, artists etc.) will be offered to the relevant classes where for example the cost of *hiring a bus or facilitator expenses* will have to be met by parents. This payment can be made to the class teacher by cash, cheque or using the online Aladdin Payment System. After the extracurricular activity has finished a statement of extracurricular money owed to the school and an online payment request will be made at the end of each month seeking payment from those who have not paid, as prompt payment of this money is urgent for the school to pay for example the cost of hiring a bus or facilitator expenses which the capitation grant fails to meet.

**Junior Infants 2016 – 2017**

**Additional requirements**

1. Items to be purchased and labelled by parents in advance of September 2016:
* 1 colouring book
* 2 plastic A4 folders (button down or zip lock type)
* 2 x 40g Pritt/Glue sticks
* 1 rubber
* Old shirt/T-shirt for art
* Please label all lunch boxes, drinks containers, school bags, tracksuit tops, jumpers, rubbers and glue

**Regarding schoolbags:** Please do not purchase a bag with wheels and ensure that the bag you buy is adequately big to accommodate A4 size folders and your child’s lunch.

1. €50 to be paid to class teacher in September 2016 *(this should be in a sealed envelope with your child’s name and class printed clearly on it)*

This amount will be allocated to cover the cost of copies, pencils, notebooks, art and craft supplies and photocopying throughout the year ahead.

Please ***label all of your child’s belongings***, stationery, uniform and tracksuit tops, coats etc.

Books will be provided under our Book Rental Scheme for those who have fully paid up and will be in your child’s classroom in September. Please impart to your child the importance of taking care of these books as any damage to Book Rental Books will be charged to you at the end of the school year.



Thank you for your co-operation and looking forward to a great year ahead!

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Class Teacher

**Senior Infants 2016 – 2017**

**Additional requirements**

1. Items to be purchased and labelled by parents in advance of September 2016:
* 10 large triangular pencils (with name on them)
* Rubber
* Pencil sharpener
* Packet of twistable colours with name on them (no markers)
* Please label all lunch boxes, drinks containers, uniform jumpers and tracksuit jumpers
1. €50 to be paid to class teacher in September 2016 *(this should be in a sealed envelope with your child’s name and class printed clearly on it)*

This amount will be allocated as follows:

* Folders €10
* Copies €5.50
* Photocopying €16
* Art and craft €16
* Assessment test €2.50

Please ***label all of your child’s belongings***, stationery, uniform and tracksuit tops, coats etc.

Books will be provided under our Book Rental Scheme for those who have fully paid up and will be in your child’s classroom in September. Please impart to your child the importance of taking care of these books as any damage to Book Rental Books will be charged to you at the end of the school year.



Thank you for your co-operation and looking forward to a great year ahead!

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Class Teacher

**1st Class 2016 – 2017**

**Additional requirements**

1. Items to be purchased and labelled by parents in advance of September 2016:
* 10 x pencils – labeled and sharpened
* Packet of Twistables or similar
* Eraser and pencil sharpener
* 30cm ruler
* 2 x large Pritt stick – labeled
1. €50 to be paid to class teacher in September 2016 *(this should be in a sealed envelope with your child’s name and class printed clearly on it)*

This amount will be allocated as follows:

* Art and craft €18
* Photocopying €18
* Homework Journal €3.50
* Copies €8
* Assessment tests €2.50

Please ***label all of your child’s belongings***, stationery, uniform and tracksuit tops, coats etc.

Books will be provided under our Book Rental Scheme for those who have fully paid up and will be in your child’s classroom in September. Please impart to your child the importance of taking care of these books as any damage to Book Rental Books will be charged to you at the end of the school year.



Thank you for your co-operation and looking forward to a great year ahead!

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Class Teacher

**2nd Class 2016 – 2017**

**Additional requirements**

1. Items to be purchased and labelled by parents in advance of September 2016:
* 10 x 88 page copies
* 10 x pencils – labelled and sharpened
* Packet of Twistables or similar
* Eraser and pencil sharpener
* 30cm ruler
* 2 x large Pritt stick – labelled
* Highlighter (any colour) – labelled
* Tin whistle in the key of ‘D’ – labelled
1. €35 to be paid to class teacher in September 2016 *(this should be in a sealed envelope with your child’s name and class printed clearly on it)*

This amount will be allocated as follows:

* Art and craft €15
* Photocopying €10
* Homework Journal €3.50
* Specialised stationary €4
* Assessment tests €2.50

Please ***label all of your child’s belongings***, stationery, uniform and tracksuit tops, coats etc.

Books will be provided under our Book Rental Scheme for those who have fully paid up and will be in your child’s classroom in September. Please impart to your child the importance of taking care of these books as any damage to Book Rental Books will be charged to you at the end of the school year.



Thank you for your co-operation and looking forward to a great year ahead!

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Class Teacher

**3rd Class 2016 – 2017**

**Additional requirements**

1. Items to be purchased and labelled by parents in advance of September 2016:
* 10 x 88 page copies
* 3 x Maths copies (88 pages, small squares)
* 2 x notebooks
* Sketch pad
* 1 A4 plastic folder
* 2 x blue pens
* 2 x red pens
* 4 HB pencils (labelled)
* 2 x Pritt sticks (labelled)
* Packet of colouring pencils
* Rubber, 30cm ruler, pencil sharpener (all labelled)

To be retained by the teacher and carried on into 3rd class – tin whistle and A4 hardback copy

1. €35 to be paid to class teacher in September 2016 *(this should be in a sealed envelope with your child’s name and class printed clearly on it)*

This amount will be allocated as follows:

* Art and craft €15
* Photocopying €10
* Homework Journal €3.50
* Class novel €4
* Assessment tests €2.50

Please ***label all of your child’s belongings***, stationery, uniform and tracksuit tops, coats etc.

Books will be provided under our Book Rental Scheme for those who have fully paid up and will be in your child’s classroom in September. Please impart to your child the importance of taking care of these books as any damage to Book Rental Books will be charged to you at the end of the school year.



Thank you for your co-operation and looking forward to a great year ahead!

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Class Teacher

**4th Class 2016 – 2017**

**Additional requirements**

1. Items to be purchased and labelled by parents in advance of September 2016:
* 10 x 88 page copies
* 4 x Maths copies (88 pages, small squares)
* Sketch pad
* 1 A4 plastic folder (ziplock style)
* 2 x blue pens
* 2 x red pens
* 4 HB pencils (labelled)
* 2 x Pritt sticks (labelled)
* Tin whistle in key of ‘D’
* Packet of colouring pencils
* Rubber, 30cm ruler, pencil sharpener (all labelled)

To be retained by the teacher and carried on into 4th class – A4 hardback copy and a Notebook

1. €35 to be paid to class teacher in September 2016 *(this should be in a sealed envelope with your child’s name and class printed clearly on it)*

This amount will be allocated as follows:

* Art and craft/Folders €15
* Photocopying €10
* Homework Journal €3.50
* Class novel €4
* Assessment tests €2.50

Please ***label all of your child’s belongings***, stationery, uniform and tracksuit tops, coats etc.

Books will be provided under our Book Rental Scheme for those who have fully paid up and will be in your child’s classroom in September. Please impart to your child the importance of taking care of these books as any damage to Book Rental Books will be charged to you at the end of the school year.



Thank you for your co-operation and looking forward to a great year ahead!

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Class Teacher

**5th Class 2016 – 2017**

**Additional requirements**

1. Items to be purchased and labelled by parents in advance of September 2016:
* 2 x large Pritt sticks (labelled with name)
* Sharpener and rubber
* 3 good quality handwriting pencils
* 2 highlighters
* 2 red and 2 blue pens (bic)
* 1 whiteboard marker (blue or black)
* 1 fine tipped black permanent marker
* 1 packet of colouring pencils/Twistable crayons (labelled)
* Maths set (including compass, protractor etc. make sure protractor is filled with no hole in middle)
* A4 refill pad (lined)
* 2 x A4 lined hardback copies
* 1 x small hardback copy (copy size)
* 15 x exercise copies (88 pages)
* 5 x maths copies (88 pages)
* 1 x pair of scissors (clearly labelled)
* Tin whistle in key of ‘D’ (labelled)
1. €35 to be paid to class teacher in September 2016 *(this should be in a sealed envelope with your child’s name and class printed clearly on it)*

This amount will be allocated as follows:

* Art and craft €15
* Photocopying €8
* Homework Journal €3.50
* Class novel €6
* Assessment tests €2.50

Please ***label all of your child’s belongings***, stationery, uniform and tracksuit tops, coats etc.

Books will be provided under our Book Rental Scheme for those who have fully paid up and will be in your child’s classroom in September. Please impart to your child the importance of taking care of these books as any damage to Book Rental Books will be charged to you at the end of the school year.



Thank you for your co-operation and looking forward to a great year ahead!

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Class Teacher

**6th Class 2016 – 2017**

**Additional requirements**

1. Items to be purchased and labelled by parents in advance of September 2016:
* 2 x large Pritt sticks (labelled with name)
* Sharpener and rubber
* 3 good quality handwriting pencils
* 2 highlighters
* 2 red and 2 blue pens (bic)
* 1 whiteboard marker (blue or black)
* 1 fine tipped black permanent marker
* 1 packet of colouring pencils/Twistable crayons (labelled)
* Maths set (including compass, protractor etc. make sure protractor is filled with no hole in middle)
* A4 refill pad (lined)
* 1 x A4 lined hardback copies (1 brought forward from 5th)
* 1 x small hardback copy (copy size)
* 15 x exercise copies (88 pages)
* 5 x maths copies (88 pages)
* 1 x pair of scissors (clearly labelled)
* Tin whistle in key of ‘D’ (labelled)
1. €35 to be paid to class teacher in September 2016 *(this should be in a sealed envelope with your child’s name and class printed clearly on it)*

This amount will be allocated as follows:

* Art and craft €15
* Photocopying €8
* Homework Journal €3.50
* Class novel €6
* Assessment tests €2.50

Please ***label all of your child’s belongings***, stationery, uniform and tracksuit tops, coats etc.

Books will be provided under our Book Rental Scheme for those who have fully paid up and will be in your child’s classroom in September. Please impart to your child the importance of taking care of these books as any damage to Book Rental Books will be charged to you at the end of the school year.



Thank you for your co-operation and looking forward to a great year ahead!

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Class Teacher

**Ratification of Book Rental Scheme and School Payments Policy**

This policy was adopted by the Board of Management on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chairperson of Board of Management Principal

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of next review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_