



MISSION STATEMENT

Tús Feasa Fiafraí

Faithful to our motto, Virginia College is committed to providing quality teaching in a safe and positive learning environment. Whilst fostering academic and personal achievement, we aim to nurture an educational community of informed, responsible and caring citizens for an ever-changing world.

Policy Name		Book Provision Policy
School Name	Virginia College	
Date of Ratification of Policy by the Board of Management	5 th November 2024	
Date of Scheduled Review of Policy by Board of Management	November 2026	
Signature Chair Board of Management		
Engagement with student council	October 2024	
Engagement with parents (association)	October 2024	
Engagement with staff	August 2024	

Junior Cycle Book Scheme and Stationery Provision

Objective: This policy aims to outline the expectations of parents/guardians regarding the Junior Cycle Book Scheme and the provision of stationery packs by Virginia College, 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 we cannot guarantee the same provision year on year.

Book Scheme:

- The books provided under the book scheme remain the property of Virginia College 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 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 only be replaced in *exceptional* circumstances and only when the budget allows.

Stationery Provision:

- Virginia College 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.
- **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 by June.
- Used and/or lost stationery is to be replenished/replaced by Parents/Guardians.

- All books will be scanned using an electronic library management system and will be associated with an individual student
- If books are not returned at the end of the cycle, parents will be contacted to replace the books missing if they have not informed us of this previously.

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 required.
- Financial constraints should not hinder a student's access to education resources. Parents/guardians facing difficulties in meeting these obligations are encouraged to communicate with the school to explore available support options.

School Support:

- Virginia College 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.

Virginia College 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.

Virginia College Book Rental Scheme

Applies to Senior Cycle Students only 2024-2025

Mission Statement

The aim of the Virginia College Book Rental Scheme (Book Rental) is to offer pupils and their families an opportunity to avail of textbooks appropriate to their classwork, at an affordable cost to them.

It is envisaged that students will have possession of their required texts as early as possible for Senior Cycle and that they are returned following the completion of their state examinations.

Current Practice

At the moment, Book Rental subscribers to the pay a single instalment of €150. This payment is made directly to the school using a 'Way2Pay' link.

In Leaving Certificate, this payment entitles students to avail of textbooks and workbooks in all of their examinable subjects throughout 5th and 6th year.

Future Practice

Leaving Certificate

- Parents must opt into Senior Cycle Book Rental scheme by end of May. Choosing yes on this form is the first stage of application and therefore purchases will be made using these numbers. It is expected that all parents/guardians who choose yes at this stage will complete payment by end of June so that books can be distributed in a timely manner.
- This payment entitles students to avail of textbooks and workbooks in all their examinable subjects throughout 5th and 6th year.
- During the Leaving Certificate examinations of 2025, students will be able to return their rented textbooks as each state exam is completed.

Distribution of Materials

- Students will be given their textbooks on the day in school in which their year group presents itself first.
- Students who are not in school on the first day their year group are present may have to wait a few days to get their rental books, while Book Rental records are updated.
- A time for students who did not receive their rental books will be arranged in early September.
- Book rental books cannot be distributed on an 'ad hoc' basis due to the timetable constraints of teachers involved.

- It is important to note that priority will be given to students who have paid the required amount on or before the appropriate date. Book Rental may not be available for students who have not paid in full and on time.
- All books will be scanned using an electronic library management system and will be associated with an individual student
- If books are not returned at the end of the cycle, parents will be contacted to replace the books missing if they have not informed us of this previously.

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 Senior Cycle as per school policy.
- Regularly checking and monitoring the condition of books provided to students is encouraged. Any issues should be promptly reported to the school.
- In cases of loss or damage to books, 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. Parents/guardians facing difficulties in meeting these obligations are encouraged to communicate with the school to explore available support options.

Appendix 1

Dear Parents/Guardians,

Re: Junior Cycle Schoolbooks Scheme for the 2024/25 school year.

For the 2024/25 school year all students in Junior Cycle years in the free education system will receive free schoolbooks and certain other resources. These will be in place in September 2024.

This new scheme is being introduced by Minister for Education Norma Foley TD. It is in recognition of the cost of preparing children and young people for the return to school. The new scheme eliminates the cost to parents/guardians of providing schoolbooks and core classroom resources. The scheme will ensure equity of access, where all children and young people enrolled in Junior Cycle years in postprimary schools in the Free Education Scheme can commence the new school year in 2024/25 with the same schoolbooks and classroom resources as other children and young people in their class.

“Schoolbooks” includes all relevant schoolbooks, including ebooks at Junior Cert level. It also covers workbooks in use in the school to support teaching and subject learning at Junior Cycle. It also includes necessary additional texts such as novels and plays for English or books of past Junior Cycle examination papers for all subjects. Schools should determine whether it is more cost effective to print/photocopy examination papers, which are available from the State Examination Commission’s website or to purchase these.

Funding for the scheme in 2024/25 is being provided directly to post-primary schools by the Department of Education. Schools now have responsibility for providing schoolbooks and core **classroom resources to all Junior Cycle students at the start of forthcoming school year.**

Where parents/guardians of second and third year students currently own their schoolbooks or currently have book rental books, these can be used.

Parents/Guardians of students commencing second and third year will have already a significant amount of the schoolbooks and classroom resources — 34 Junior Cycle Schoolbooks Scheme Guidance 2024/25 required for Junior Cycle. Any additional schoolbooks and core classroom resources required by students in second and third year will now be covered under the new scheme.

All schoolbooks and core classroom resources provided under the new scheme will remain the property of the school, so that they can be reused in future years (where applicable).

Schoolbooks will be provided on loan to students for the duration of the 2024/25 school year and must be returned to school at the end of the 3 years of Junior Cycle.

Please remind your children to take care of their schoolbooks and classroom resources and keep them in good condition during the period that they are in their possession. It is not permitted to write on schoolbooks.

There may be some additional classroom resources that are not covered by the scheme.

Further details on what items parents/guardians will need to supply for the return to school in September 2024 and contribution to the school will be itemised and communicated to parents/guardians by the school in due course.

Yours sincerely

Chair of BOM

Appendix 2

May 2024

Dear Parent,

5th Year Book Rental 2024/25 – Action Required

For students entering established 5th Year in September 2024 ONLY. If your son/daughter has chosen Transition Year or LCA please disregard this letter.

Here at Virginia College, we are always trying to improve the service we offer to our students and their families.

Our goal this year is for senior students in Book Rental to have all their textbooks within the first week of regular classes in September 2024. Book Rental students return all their textbooks following their Leaving Certificate examinations.

To this end, we are asking families to indicate whether they intend to avail of Book Rental for their incoming 5th year child by filling in the form [HERE](#) by 5pm on Wednesday 29th May 2024 to ensure that your child will have their textbooks when they start school in September.

- Families who choose to ‘opt-in’ to the scheme after the closing date will not be included in the scheme.
- The cost of the scheme will be €150, which will provide students with all their textbooks for their time in Senior Cycle.
- Parents/Guardians who complete and return the form in time will receive a ‘Way to Pay’ link.
- Return of this form is the beginning of the application process and textbooks cannot be guaranteed until the process has been completed.

Please Note

- Due to the complicated nature of the Book Rental Scheme, it is regrettable that applications to join cannot be processed after the closing date 5pm on Wednesday 29th May 2024, and families will have to source their own textbooks.

Kind Regards,

Virginia College Book Rental Team

- For students wishing to opt into 5th Year Book Rental 2024/25, action required <https://tinyurl.com/2p987by> before Wed 29th May. Check vsmail for more.
- Reminder - to opt into 5th Year Book Rental 2024/25, action required <https://tinyurl.com/2p987by> before tomorrow Wed 29th May.

Appendix 3

Procedure for Changing Book Lists

1. Teacher subject groups meet in April to decide on textbook requirements for the upcoming year.
2. Where possible the existing stock of textbooks is used and teachers must speak to Principal/Deputy well in advance if they wish to change a text book from the previous year, outlining in writing the reasons for the change.
3. A final list for each year group/subject will be collated by the book rental co-ordinator before the start of May.
4. These book lists are published to parents as soon as practicable.

Parents will also be published with a materials list where it is not provided.