



St. Mary's Diocesan School

Beamore Road, Drogheda, Co. Louth, A92TF24

Telephone Office: 041 983 7581 • Fax: 041 984 1151 • Email: office@stmarysds.ie

Principal: Catherina Mc Nicholas

Deputy Principals: Cerrie Byrne, Lorraine Noone, Nicola Oglesby.

Mission

St Mary's Diocesan School is a Catholic school committed to the development of the whole person offering equal opportunities to all to achieve their full potential in a familial Christian environment. The school aspires to an education based on high ideals and a broad curriculum which will allow our students to confidently play their role in society. The school community of St Mary's Diocesan School 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 St Mary's Diocesan School to establish and maintain a book rental scheme, which is fair and equitable for all. Teaching and learning is further enhanced by offering both textbooks and e-books where possible.

Background

The Book Rental Scheme was set up in St Mary's Diocesan School in response to the Junior Cycle Book scheme and grants becoming available in 2024, whereby, for no charge, textbooks and e-books are provided for each Junior cycle student. This will be expanded to include Transition Year and Senior Cycle students in 2025. 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 borrow all required books every year that the student is in our school. Please note, that while we call this a Book Rental Scheme, the grants 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 and Deputy Principal, with the assistance of nominated members of staff.

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.

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.

Purchase of Books

Books are purchased, from an approved supplier, in line with 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 sending the list to the Deputy Principal overseeing the process. The information is then passed on to the Book Rental Coordinator for processing.

Texts are allocated by book rental personnel having been counted, recorded and checked. Students collect them from the school in August.

Maintenance

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

Should a book be lost or damaged, then the student/parents/guardians will be charged the price to replace that book.

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. The school uses the Interleaf book rental software to monitor books.

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

All books must be returned by the completion of the state exams (or by the end of the year for Transition Year students). 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.

Frequently Asked Questions

What is the St. Mary's Diocesan School Book Rental Scheme?

The St. Mary's Diocesan School Book Rental Scheme means that the school will purchase all textbooks, workbooks, and some stationery for the students, at no cost to the parent. 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?

The textbooks and stationery listed in Appendix 1 – Core Classroom resources from the Post-Primary Schoolbooks Scheme Guidance 2025/2026 purchased are covered by the Book scheme grant. No cost to parents.

Is there a Rental Deposit?

No.

Is the Book Rental Scheme for all students?

Yes. St. Mary's Diocesan School operates the Book Rental Scheme for all pupils in the school from 2025/2026 onwards.

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.

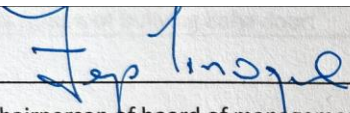
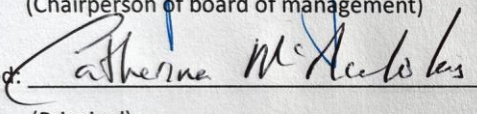
How much is charged if a book is damaged or lost?

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 an agreed time period.

Ratification & Communication

Ratified by our board of management in June 2025. This policy will be implemented on August 21st 2025 in line with our provisional calendar.

This policy will be displayed on our website www.stmarysds.ie

Signed: <u></u>	Date: <u>10/6/25</u>
(Chairperson of board of management)	
Signed: <u></u>	Date: <u>10/6/25</u>
(Principal)	