

Corrandrum N.S.
Claregalway,
Co. Galway.

Tel: 091 791715



S. N. Cor an Droma.
Baile Clár na Gaillimhe
Co. na Gaillimhe

R. N. 15796 F

CORRANDRUM SCHOOL BOOK RENTAL POLICY

A school book rental scheme is operating in the school.

The following conditions apply to the scheme:

1. The scheme is voluntary. Book lists will be supplied to parents in the normal way.
2. A **security deposit of €10.00** is payable on behalf of each student who joins the scheme. This deposit will be held against the safe return of all books rented to pupils under the scheme.
3. Books that are lost or require replacing during the year must be replaced by the parents.
4. In the normal course this deposit will be returned when a pupil leaves the scheme having safely returned all of the rented books.
5. Annual rental: A **rental charge of €20.00 per year** (in addition to the security deposit of €10.00) will secure the rental of all relevant text books. The €10 deposit carries forward to next year if all books are returned in good order at the end of current year.
6. Purchase of school stationery, disposable materials, arts/crafts/photocopying fee and workbooks will remain the responsibility of parents.
7. To qualify for admission to the scheme the deposit and rental charge **must be paid on or before** _____.
8. 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. At the end of the year, the committee will have final say on whether the books are fit for reuse.
9. Membership of the scheme is at the discretion of the school Principal. Any pupil found to be abusing, defacing or disposing of rented books will be dismissed from the scheme and will be required to supply their own text books for the remainder of their time in the school.
10. Books supplied under the scheme may be new or second hand at the discretion of the Principal.
11. Admission to the scheme in the second and subsequent years is conditional on the safe return of all books supplied in the previous year.

This policy has been adopted and ratified by the Board of Management on:

Date: _____