

MONASTERY NATIONAL SCHOOL

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Monastery National School Book Rental Scheme Policy 2020

All parents are encouraged to join the Book Rental Scheme (BRS) in order to keep costs to a minimum. Book lists will be supplied to parents in the normal way. A once off security deposit is payable on behalf of each student who joins the scheme. This deposit carries forward to the following year if all books are returned in good condition at the end of the current year. The security deposit will be held against the safe return of all books rented to pupils under the scheme. If books are lost or damaged, a percentage or all of this deposit will be retained to cover such loss or damage. Full payment for lost books will be required before re-admission to the scheme. However, this deposit will be returned should a pupil leave the scheme having safely returned all the rented books in good condition.

Annual rental: A rental charge of €16 per year per child will apply in addition to the security deposit of €10 per child. The payment of both charges will secure the rental of all relevant text books listed in the book list.

The **School BRS Committee** will purchase 3 to 5 of the most expensive books for each class. It will also purchase electronic licences for some online materials and parallel readers for infant to first classes. Purchase of some books, workbooks, disposable materials and stationery will remain outside the scope of this scheme and remain the responsibility of the parents.

To qualify for admission to the scheme, the deposit and rental charge must be paid on or before the specified date each year.

The Department of Education and Skills **Book Grant Scheme** will still be operated separately from the Book Rental Scheme. Application forms for the book grant scheme can be obtained from the school office and must be submitted to the school office before the specified date. If a pupil is deemed eligible, book grants can be used to pay school charges and buy non-BRS books in Ardee Book Shop. Book grants cannot be used to pay for the Book Rental Scheme.

Each pupil/parent will be required to sign a receipt for the books supplied which will be retained in the school. The books supplied under the scheme will remain the property of the school and may be subject to inspection at any time by a member of the staff. Pupils are expected to maintain the books in good condition.

Membership of the scheme is at the discretion of the board of management and the school principal. Any pupil found to be mistreating, defacing or disposing of rented books will be dismissed from the scheme and will be required to supply their own textbooks for the remainder of their time in the school.

Books supplied under the scheme may be new or second hand at the discretion of the School BRS Committee, Principal and Board of Management.