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Scoil Réalt na Mara,  
Kilmore,  
Co. Wexford.  
Rev. Denis Doyle, PP.  
(Chairperson of Board)  
Yvonne Miller (Acting Principal)

## Book Rental Scheme

**Background:** The Parents Association have for a numbers of years run a very successful Book Rental Scheme. Last year for the first time the Junior and Senior Infants were included in it as a trial and it has proved successful. Workbooks have also been included in the past two years and as it is being run at the moment it is sustainable and self-perpetuating.

The scheme was set up according to the minister's wishes in Circular 35/91 to provide rental books from year to year

*"The Minister is anxious that management authorities should implement a school policy, in cooperation with parents, which would ensure the efficient use of school books and minimise the costs for parents."*

- *Pupils who warrant maximum support from the scheme - are required to pay no rent but the appropriate rent is paid from the school book grant to the school;*
- *Pupils who do not warranty support pay the rental fee, currently €45.00 2010/1011.*

### Guidelines for the operation of a loan/rental scheme for school books (C35/91)

1. The cooperation of parents and school staff is essential to the success of a scheme. The main benefits for parents are
  - significant savings in the cost to them of text books
  - availability of books from the beginning of the school year
  - access to a greater range of text books than would otherwise be feasible
  - avoidance of travelling and queuing for books at shops
2. The Teachers and Principal decide on the booklists in June when the classes for the following school year are decided. The Principal liaises with the Book rental committee from the Parents' Association. The Parents Association committee, parent volunteers and SNAs gather, count, examine and replace any damaged books and then order, distribute and label new books with Bppk rental stickers. The books are given to pupils on the first day of the school year. Book Rental/ Book Grant forms are sent home in June and returned before the end of June. See Appendix 1 and 2.
3. The books are returned by pupils at the end of the rental period. Lost or damaged books are paid for by parents. Who are contacted by the Book rental Committee.
4. The book grant for pupils in need of assistance is used to pay the rental charges for such pupils on receipt of completed application form for Book Grant and supporting documentation. The Principal combines the list of those who have applied for Book rental and Book Grant. If parents apply for neither Book Grant or Book rental, the Principal contacts them to remind them that they must apply for one or the other. A reminder text is

sent following this letter. If no application has been received for either scheme, the charge rolls forward onto the following year.

- **The books that are used for reference and as additional textbooks are stored in cupboards adjacent to classrooms and in the Book Rental Cupboard adjacent to the staffroom and regularly monitored and catalogued by Michelle Cave SNA.. Books that are no longer required are periodically donated to charity if appropriate or recycled if not.**

○ *Evaluation*

**The Principal and Book rental committee meet annually to review and evaluate and make any necessary changes. June 2010**