

# Book Scheme Policy



St Joseph's Secondary School  
Spanish Point,  
Miltown Malbay,  
Co. Clare  
V95 NW01

[www.stjosephsspanishpoint.com](http://www.stjosephsspanishpoint.com)

# **St Joseph's Secondary School Draft Book Scheme Policy**

## **Mission**

St Joseph's Secondary School is a child-centred, supportive learning environment where each student is encouraged and facilitated in realising their full potential in a positive manner which is caring, respectful, fair and inclusive. The school community 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.

## **Purchase of Books**

Books are purchased, from an approved supplier, in line with ETB/DES procurement procedure. Student numbers per class group/subject for the next academic year are calculated for all 1st, 2nd and 3rd year students. Stock balances are deducted from orders. Orders for school books and classroom resources are placed and purchased for delivery in time for the new school year.

## **Maintenance**

Students are responsible for all textbooks issued to them by the book scheme and are actively encouraged to take proper care of them. An undertaking to this effect will take the form of a contract in which students and parents will both sign.

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. No writing, highlighting or graffiti is permitted in textbooks.

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 at the start of the academic year. The school uses the DataBiz book rental software to monitor books. The condition of the books is monitored by class teachers, book scheme coordinator, class tutors, Year Head and senior management.

## **Return of Books**

When books are finished with by each student, they are returned to the book scheme 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. Workbooks do not need to be returned. All books must be returned by the completion of the house or state exams. This will be communicated to students/parents/guardians.

## **Homework Journals**

Homework journals are included under the book scheme and every student must have one with them everyday in school. Replacement journals are provided at a cost by the school.

## **Booklist Contract**

On the day of the school book collection, every student will have their books and classroom resources in an assigned box. A booklist contract will also be provided and this must be read carefully and signed by both the student and parent/guardian. Resources for practical subjects will be given to the students by their teacher during class time.



# APPENDICES

St Joseph's Secondary School

Spanish Point

62010C



# St. Joseph's Secondary School

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## Sample Booklist Contract

**CEIST**

Catholic Education  
An Irish Schools Trust

Name:

Class: 1<sup>st</sup> Year

Subject	Textbooks, Workbooks and Stationery	Return
English	Fire and Ice 1 - Textbook and Writing Skills Book	Textbook only (end of 1st year)
	A4 Hardback Copy	
Maths	Active Maths 1 - Textbook	Textbook (end of 1st year)
	Formulae and Tables Book	
	A4 Project Maths Copy	
	Maths Set	
	Casio Calculator	
Science	Understanding Science - Textbook and Activity Book	Textbook only (end of 3rd year)
	A4 Hardback Copy	
History	Chronicles - Textbook and Activity Book	Textbook only (end of 3rd year)
	A4 Hardback Copy	
Religion	Inspire - Portfolio Book	
	A4 Hardback Copy	
Irish	Croí na Gaeilge 1 - Textbook, Activity Book and Portfolio	Textbook only (end of 1st year)
	A4 Hardback Copy	
French	Allons-y 1 - Textbook, Mon chef d'oeuvre/Ma trousse de grammaire and Lexique Book.	Textbook only (end of 1st year)
	A4 Hardback Copy	
Geography	Cyclone - Textbook and Skills Book	Textbook only (end of 3rd year)
	A4 Hardback Copy	
Business Studies	Network - Textbook and Activities & Accounts Book	Textbook only (end of 3rd year)
	A4 Hardback Copy	

PRINCIPAL: *Paul Reidy*

DEPUTY PRINCIPAL: *Síle Neylon*

Roll No: 62010C

Charity No: 20146511



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# CEIST

Catholic Education  
An Irish Schools Trust



Home Economics	@Home - Textbook, Activities & Assessment and Practical Book		Textbook only (end of 3rd year)
	A4 Hardback Copy		
Art	Art Odyssey Textbook		Textbook (end of 3rd year)
Woodwork	Wood Technology Theory and Practice Textbook		
	A4 Hardback Copy		
Graphics	Graphics Solutions Textbook		
	A3 Folder with Handles		
Music	Maestro - Textbook and Composition Portfolio		Textbook only (end of 3rd year)
	A4 Hardback Copy		
	Music Manuscript Copy		
Engineering	A4 Hardback Science Copy		
SPHE	A4 Hardback Copy		
CSPE	A4 Hardback Copy		
PE	A4 Hardback Copy		
	Keyword Journal		
	School Journal		

- I confirm that I have received all of the school books and classroom resources ticked above.
- I agree that it is my responsibility to maintain the condition of the school books. I understand that replacement costs will incur for damage or loss of school books.
- I confirm that I have read the Book Scheme Policy and agree to the terms and conditions of the policy.

Student Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

## REVIEW AND AMENDMENTS

This Policy will be subject to regular monitoring and review. This Policy will be reviewed by school management and may be revoked, replaced or amended at any time and stakeholders will be informed accordingly.

Signed:   
(Chairperson of Board of Management)

Date: 16/09/2024

Signed:   
(Principal)

Date: 16/09/2024