

Loreto Secondary School, Wexford



Book Scheme Policy

Book Scheme and Stationery Provision

Objective: This policy aims to outline the expectations of parents/guardians regarding the Book Scheme and the provision of stationery packs by Loreto Secondary School, Wexford, ensuring the proper care of school property and addressing responsibilities in cases of loss or damage.

Note: Schools are operating the School Book Scheme on a predefined and limited budget as determined by the Department of Education.

Note: It is important to note that the budget, as determined by the Department of Education, is subject to change annually and so we cannot guarantee the same provision year on year.

Book Scheme:

- The books provided under the book scheme remain the property of the school at all times. These books are lent to students for the academic year and must be treated with care and respect.
- It is important to note that schools will continue to use books already in circulation under schoolbook rental schemes. Schools will also re-use the books purchased under this scheme.
- It is the responsibility of parents/guardians to ensure that students handle the books with care to facilitate their reuse by the school in subsequent years.
- Parents/guardians are expected to cover the cost of replacing any lost or damaged books, beyond ordinary wear and tear. This includes damage caused by negligence or mishandling.
- Books will only be replaced in *exceptional* circumstances and only when the budget allows.

Stationery Provision:

- Loreto Secondary School, Wexford will provide a standard stationery pack for all students, as outlined in Department of Education guidelines. This pack is intended to cover basic stationery needs for academic purposes.
- **Parents/guardians should be aware that the provided stationery pack may not fully cover the total stationery and equipment requirements for all subjects.**
- Additional stationery or specialised equipment required for specific subjects may need to be acquired separately by parents/guardians. This requirement will be notified to parents through the annual booklists.

- Used and/or lost stationery is to be replenished/replaced by parents/guardians.

Responsibilities of Parents/Guardians:

- Parents/guardians are expected to support their child's education by ensuring they have the necessary materials for learning, including textbooks and stationery. This includes the safeguarding of books/equipment/stationery for the duration of their daughter's time in school.
- Regularly checking and monitoring the condition of books and stationery items provided to students is encouraged. Any issues should be promptly reported to the school.
- In cases of loss or damage to books or stationery, parents/guardians should notify the school immediately and arrange for replacement or reimbursement as required.
- Financial constraints should not hinder a student's access to education resources. Parents/guardians facing difficulties in meeting these obligations are encouraged to communicate with the school to explore available support options.
- In the event of a student leaving the school, parents/guardians are responsible for ensuring that all books are returned to the school beforehand.

Responsibilities of Students:

- Students are expected to treat all books with care and keep them in good condition so that they can be used by others in subsequent years.
- Students must not loan books/stationery etc. to other students.
- Unless instructed otherwise, students must not write or highlight on textbooks.
- Students are expected to report any issues to the teachers in charge of the scheme as soon as possible.
- All books must be returned to the school promptly and in line with the communicated procedures/timeframes etc.

School Support:

- Loreto Secondary School, Wexford acknowledges that unexpected circumstances may arise, and endeavours to work with parents/guardians to address any challenges related to the book scheme or stationery provision.
- The school will provide assistance and guidance as needed to ensure all students have access to the necessary resources for their education. However, **please note, Schools are**

operating the School Book Scheme on a predefined and limited budget as determined by the Department of Education.

Review and Amendments:

- This policy will be reviewed periodically to ensure its effectiveness and relevance.
- Amendments may be made to this policy as deemed necessary by the school Board of Management, with consideration for input from relevant stakeholders.

Loreto Secondary School, Wexford is committed to fostering a collaborative relationship with parents/guardians to support the educational journey of our students. We appreciate your cooperation and understanding in adhering to these guidelines for the benefit of all students and the school community.

This policy was ratified by the Board of Management on 25 May 2026.

Edward Lyons, Chairperson, Board of Management

Edward Lyons

John Mc Ginnity, Principal

Date: 25/5/26

John Mc Ginnity