



**OUR
LADY'S
SCHOOL**
TERENURE



Free Book Scheme & Stationery Provision Policy

Ratified by the Board of Management on:

Date: 9th June 2026

Signature:

(Chairperson of the Board of Management)

Commenced: 2024
Date of last Review: June 2026
Review due: 2027

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Objective:

This policy aims to outline the expectations of parents/guardians regarding the Free Book Scheme and the provision of stationery packs by Our Lady's School, ensuring the proper care of school property and addressing responsibilities in cases of loss or damage.

Note:

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

Free Book Scheme:

- The books provided under the Free Book Scheme remain the property of Our Lady's 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 school book 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.
- Whereby a student changes subjects or levels of study in a subject after the procurement deadline (June of any given year) and, as a result, requires different books/materials than the ones previously ordered for the student, the onus is on the parent/guardian, and not the school, to provide the new materials in a timely fashion.
- **Under the rules of the Free Book Scheme students are not permitted to write on books or workbooks**
- **All books and workbooks must be returned to the school at the end of the academic year/programme cycle or when requested by the school.**

- **The school reserves the right to charge each parent a €50 fully refundable deposit as part of the free book scheme. This will be returned to the parent when the full set of books is returned in an acceptable condition to the school.**
- **Failure to return books in an acceptable condition will result in a fee charged to parents of the cost to replace the relevant book(s). This will be deducted from the refundable deposit and, if needed, additional costs charged to the parent.**

Stationery Provision:

- Our Lady's will provide a standard stationery pack for all students, as directed by the 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 **is limited to one copybook per subject.**
- **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 during the school year.
- 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 Junior Cycle/TY/Senior Cycle as per school policy.
- 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.
- Before books & stationery are distributed to a student at the beginning of the academic year, parents must submit a form via the school app (see Appendix 1) indicating the acceptance of the conditions of the Free Book Scheme.

School Support:

- Our Lady's School 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 Free 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.

Our Lady's 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.



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Our Lady's School Free School Book Scheme Parent/Guardian Agreement

- 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.
- Books will only be replaced in **exceptional** circumstances and **only when the budget allows**.
- Under the rules of the Free Schoolbook Scheme students are **not permitted to write on books or workbooks**
- All books and workbooks must be **returned to the school** at the end of the academic year or when requested by the school.
- Each parent will be charged a **€50 fully refundable deposit** as part of the Free Schoolbook Scheme. This will be returned to the parent when the full set of books is returned in an acceptable condition to the school.
- 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. This will be deducted from the refundable deposit and, if needed, additional costs will be charged to the parent.
- Please note students must bring a **lock for their locker on the first day of term** to secure their books.

By submitting this form, you are acknowledging that you have read and understand the above details relating to the Schoolbook Scheme and that you agree with the above responsibilities.

Books and stationery will only be issued to a student if this form has been submitted.