Loreto Secondary School, Balbriggan

Junior Cycle Schoolbook Scheme and Stationery Provision

Introduction: This policy aims to outline the expectations of parents/guardians regarding the Junior Cycle Schoolbook Scheme and the provision of stationery packs by Loreto Secondary School, Balbriggan, 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 to year.

Book Scheme:

- The books provided under the schoolbook scheme remain the property of Loreto Secondary School, Balbriggan at all times. These books are lent to students for the academic year and must be treated with care and respect.

- 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.

- In the event of repeated loss of books/supplied stationary or defacement of same, the school's Code of Behaviour will apply.

Stationery Provision:

1. Loreto Secondary School, Balbriggan 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.

2. Parents/guardians should be aware that the provided stationery pack may not fully cover the total stationery and equipment requirements for all subjects.

3. Extra and/or lost stationery is to be supplied by Parents/Guardians.

4. The school will provide some stationery, specialised equipment and CBA materials.

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 as per school policy.

- Regularly checking and monitoring the condition of books and stationery items provided to students is encouraged and will be undertaken by the school at regular intervals. 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 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.

School Support:

- Loreto Secondary School, Balbriggan 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 Schoolbook 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, Balbriggan 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 12th June 2024 and will be reviewed on an annual basis.

Signed: _Veronica McDermott_

           Chairperson of the Board of Management

Signed: _Anne O'Dea_

              Principal

Date: 12/06/2024