

Book Rental Scheme 2016

St. Attracta's Senior National School, Meadowbrook, Áth Cliath 16.



Dear Parents,

In November 2013, we asked parents if they thought it was a good idea to introduce a Book Rental Scheme (BRS) in the Senior School and a clear majority of parents said they did. After a lot of research and having spoken with parents and teachers from other schools who have set up such a scheme, we introduced Book Rental and found it to be very successful.

We discovered that

- there are many variations in how schools operate the scheme
- setting up and running a Book Rental Scheme involves a lot of hard work
- the help and co-operation of parents and teachers is vital to ensure its success
- the scheme works best if all parents become involved
- if the scheme is successful it will reduce school book costs significantly every year
- maximum savings for parents are achieved when there is maximum participation

So, what is the Book Rental Scheme?

- the school loans textbooks to children and charge a rental fee
- books are owned by the Board of Management of the school and are rented each year to pupils
- the cost of renting the books from school is significantly lower than buying books in a bookshop
- at the end of the school year, your child returns the borrowed textbooks to the school
- any book that is damaged or lost will have to be paid for by parents.
- Terms & Conditions of participating in the scheme apply (see attached)

What are the savings this year?

At present, the books on the BRS scheme will cost about **€100 per class**. This year, through the Book Rental Scheme, we anticipate parents will pay about **€25** - a saving of **€75**. There are some items which by their nature are outside the BRS e.g. workbooks, prayer book, etc. Parents pay for these themselves. Also, with the introduction of this scheme, Book Pool costs which in the past were charged for under **PART B of the BOOK LIST** have been reduced from **€20** to **€15**, generating another **€5** of savings. The Book Rental Scheme therefore saves parents a lot of money.

What is the progress to date?

- ✚ a committee of teachers has been set up to co-ordinate the scheme
- ✚ a team of volunteers has taken on responsibility for the initial set-up of the scheme
- ✚ an online payment system is now under consideration

The Cost

The cost of the scheme is determined by

- (i) the amount of the Government Book Rental Scheme Grant
- (ii) the cost of new books required each year
- (iii) the volume of second hand books donated and/or purchased

Only new and good quality up to date second-hand books will be used in the BRS. Donating second hand books means fewer new books will have to be bought, keeping setting up costs and annual rental fee to a minimum. Therefore all donations are very welcome and this too will help to reduce costs.

Attached, please find a section which you must complete and return to the Senior School on or before Tuesday 14th June so that your child is included in the scheme.

Many thanks for you co-operation and support.

Le gach dea ghúí,

Muireann Máirtín, Príomh Oide

TERMS & CONDITIONS

The Procedure

- The principal and teachers decide on the book list.
- Student numbers for the next academic year are calculated.
- All existing stocks of books are reviewed and the number of new books required are calculated and purchased.

The Fee

- Parents are informed of the cost of the rental charges and the collection dates of these fees.
- The annual charge may vary from year to year depending if there are changes to the booklist from the previous year and if books need to be replaced due to wear and tear.
- The school office will accept book rental scheme payments.

Maintenance

- Pupils are responsible for all books issued to them and must take proper care of them.
- Pen and pencil marks, staples, sellotape, water damage or torn books will not be accepted and damaged books must be replaced by parents.
- Regular inspection of the books will take place by the teachers and the Book Rental Scheme committee.
- All books must be returned in excellent condition at the end of the school year.

Distribution & Return of Books

- Books will be distributed to students when school starts in late August.
- Parents have 1 week after receipt of books to contact the BRS committee with any queries.
- When books are finished in each class, they are returned to the book rental committee.
- A date is decided with the principal as to the last date for all book returns.

What is and is not included in the scheme?

- It will include the cost of covering books in order to maintain them in the best condition possible.
- Copies, pens, pencils and other extra materials are outside the scope of the scheme and remain the responsibility of parents.

Book Rental Scheme Membership

- Participating in the scheme will mean that you agree to adhere to the terms and conditions of the Book Rental Scheme.

BOOK RENTAL SCHEME FREQUENTLY ASKED QUESTIONS

What is a School Book Rental Scheme (BRS), and why set one up?

BRS's are the most effective method of keeping the costs of school books to a minimum for parents and pupils. BRS's address the cost of purchasing school books up front and pooling resources.

How will it work?

The school and the BRS committee will source, cover, label and catalogue the books required for each pupil each year. In return for an annual fee, each child will receive the required books on the first two days of the academic year.

What will it cost me? Is this an annual fee or a once off fee?

This is an annual fee. Each year, we will review all the books currently being used in the school and additional books that will need to be purchased. We will then be able to calculate the exact cost of the scheme per child.

How/When do I pay?

Payment for each pupil will be collected in June during allocated times. This information will be sent out to all parents along with the Book Lists. Payment by cheque is preferable, however cash will also be accepted and a receipt will be issued at time of payment.

When will my child receive the books?

All school books included in the scheme will be ready for each pupil in their class with their teacher on the first week back at school in September 2016.

What if during the year a book gets damaged or "eaten by the dog"?

All books are the property of the BRS and all books should be returned in the condition they were received. However if a book is lost or damaged it must be replaced by the parent.

Is participation in the scheme optional ?

The Department of Education has advised that all schools must have a book rental scheme in operation. You are free to opt out of the scheme if you wish. However this is an *opt out* or *opt in* scheme, so if you want to make your own arrangements, it will be up to you to get all your books outside the rental scheme.

What if I don't pay the book rental fee?

Books cannot be ordered without fees paid as the supplier needs payment. No fee, no books in September for your child.

Will the books be covered?

We aim to have most of the books covered for September but this will depend on costs. In time all books in the rental scheme will be covered.

Will I own the books?

No - the books will be the property of the BRS and all books must be returned to the scheme in June each year.

Will I still get a booklist in June?

Yes, booklists will be provided to all pupils by mid June 2016.

What books are included in the fee?

For the 2016/2017 school year the books included in the Book Rental Scheme will be clarified on the Book List. Workbooks are **not** included in the scheme at the moment and must be bought by parents. Copy books and other extras (homework journal, recorder, display folders etc.) are **not** included and must be paid for separately by parents.

How is it being funded?

A grant has been made available from the Department of Education to help set up the scheme over three years. In time the scheme should be self-funding, with the annual fees being able to cover the cost of replacing any new books which may be needed due to a change in the book or due to wear and tear.

Who is administrating the Book Rental Scheme?

The Book Rental Scheme is being organised by the Principal - Iníon Uí Mháirtín and Assistant Principal - Ms. Neville and a voluntary committee of parents.

What can I do to assist in the successful setup of the scheme?

- Pay the rental fee on time.
- Keep the rented books in good condition.
- Give us your feedback on the scheme at the end of the school year.

Can I help in any other way?

We would like to set up a team of parents who will work with us in June and July, but we may need your assistance at busy times, for example...

- Helping to clean and repair the second hand books
- Helping to cover the books
- Helping to sort, tag and check books
- Helping to make up sets of books for each student
- Helping with the collection & accounting of fees

What are the advantages of the BRS for me?

Cost Saving: One annual fee will cover all books included in the scheme (except in the event of a book being damaged).

Convenience: Your time, shopping, covering books, no maintenance, etc.

Standardisation of books for all - a fair system.

Green School - reduce and reuse school books.

This scheme should ensure a smooth and hassle free transition back to school for our children and teachers ensuring that all pupils start the year with a full set of school books

Will I label my child's books?

No, when your child receives their books in September they will already coded be for each child.

What happens to the books at the end of the year?

All books will be retained in the school for the following year.

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THIS PAGE IS VERY IMPORTANT AND MUST BE RETURNED TO THE SCHOOL

- + I have received a copy of the information note on the School Book Rental Scheme.
- + I am aware that full details in relation to the Book Rental Scheme - including Terms and Conditions and Frequently Asked Questions - are available on the school website: www.sasns.ie
- + I understand that if books are lost or damaged, a note will go home seeking the cost of the book or a replacement book.
- + I have read and agree to the arrangements for participation in the school Book Rental Scheme (BRS).
- + I wish to have my child avail of the scheme for the school year 2016/2017.
- + I understand that the fee for the school year 2016/2017 is **€25 for 4th, 5th, and 6th class** and that it must be paid by **Tuesday 14th June** at the latest.

Name of Pupil: _____

Class (2016/2017): _____

Fee enclosed: €25 (payable by cheque or cash - receipts will be issued)

Signed (parent/guardian): _____

Date: _____

Please complete and return this form to the school before Tuesday 14th June so that your child is included in the scheme.

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- I understand that if books are lost or damaged, a note will go home seeking the cost of the book or a replacement book.
- I have read and agree to the arrangements for participation in the school Book Rental Scheme (BRS).
- I wish to have my child avail of the scheme for the school year 2016/2017.
- I understand that the fee for the school year 2016/2017 is **€20 for 3rd class** and that it must be paid by **Tuesday 14th June** at the latest.

Name of Pupil: _____

Class (2016/2017): _____

Fee enclosed: €20 (payable by cheque or cash - receipts will be issued)

Signed (parent/guardian): _____

Date: _____

Please complete and return this form to the school before Tuesday 14th June so that your child is included in the scheme.

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