

Pobail Scoil Náisiúnta Nás na Ríogh,
Bóthar an Chradógaigh,
Nás na Ríogh,
Co. Chill Dara



Naas Community National School,
Craddockstown Road
Naas,
Co. Kildare

Principal / Príomhoide
Mr. Paul Ennis

Deputy Principal / Leas Príomhoide
Ms. Michelle Nolan

Book Rental Policy

Aim

The pupils within the scheme are facilitated to have text books and all additional requirements supplied to them at minimum expense to their parents/guardians.

Background

The book rental scheme was established in NCNS in 2011.

Current Practice

- Parents are informed in May of the cost of the rental charges and the dates of collection of these fees for the upcoming year. Parents of the incoming pupils are informed when an offer of a place in the school is being made.
- Parents receive the terms and conditions of the scheme in the Book Rental Agreement at the beginning of each school year and must agree to same in signature in order to participate in the scheme. Books cannot be issued to pupils until a signed agreement has been returned to the class teacher.
- Payments may be made in a lump sum, or in instalments. Payments can be made in person to the school or via our online payment facility, through Aladdin.
- The annual charge may vary from year to year.
- The annual school book grant from the DES is distributed through the school to the book rental committee.
- Parents/guardians can discuss alternative methods of payment with the school principal, Mr. Ennis.

Procedure

- The staff and Principal will decide on the book list and additional requirements for the upcoming year.
- In term 3 pupil numbers for the next academic year are calculated. An inventory is taken of all current rental books. Any required additional stock is calculated, priced and sourced from the cheapest supplier.
- The final book list for each year is presented to the book rental committee. Books supplied under the scheme may be new or used and are delivered to the pupils at the discretion of the book rental committee.

Maintenance & Care

- All text books are covered by the book committee with clear plastic covers and numbered / labelled.
- Books are labelled with pupils name and/or a corresponding Book Rental Agreement number.
- Pupils are responsible for all textbooks issued to them by the book rental scheme and are actively encouraged to take proper care of them.
- Books should be handled with care. Pen and pencil marks, water damage or torn books will not be accepted and must be replaced. Book rental books must not be written on. Corners should not be folded down.
- Teachers also have a vital role to play in the proper care and condition of the textbooks and may inspect books on a regular basis.

Distribution & Collection of Books

- Books are distributed to the pupils when needed throughout the year. Some may be used in class only, some may need to be sent home for homework. In this instance adequate care must be taken of any rental books (as mentioned above).
- Once books are no longer needed during the year they shall be collected and inspected by the class teacher.
- Books which are returned in non-rentable condition must be replaced and the cost borne by the renter

Book Rental Scheme Membership

- Membership of the Naas CNS Book Rental Scheme is voluntary. Those who do not wish to partake in the scheme will be supplied with an additional booklist for those books which are normally supplied via the

rental scheme, and sourcing of these will be the responsibility of the parent / guardian.

- Membership of the book rental scheme is at the discretion of the Board of Management of Naas Community National School.
- All parents/guardians must read and accept and sign the Book Rental Scheme terms and conditions (annual Book Rental Agreement).

This policy was ratified on behalf of the Board of Management of Naas CNS

By: _____

On: _____