



Assumption Secondary School

Schoolbook Scheme Policy

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Introduction

This schoolbook Scheme Policy is in line with the Schoolbooks Grant Guidance for Post-Primary Schools 2025/2026, published in March 2025.

In this policy, the following terms have the following meaning:

- **Parent** refers to parent/parents or legal guardian/guardians.
- **Staff** refers to teachers, SNAs, examiners, supervisors, secretarial staff, support staff, caretaker, maintenance staff and other adults as inferred by the context.

Schoolbook Scheme and Stationery Provision

Objective: This policy aims to outline the expectations of parents regarding the Schoolbook Scheme and the provision of stationery by Assumption Secondary with regard to ensuring the proper care of school property and addressing responsibilities in cases of loss or damage.

Schoolbook Scheme Budget: Schools are operating the Schoolbook Scheme on a predefined and limited budget as determined by the Department of Education and Youth. The budget, as determined by the Department of Education and Youth is subject to change annually as a result Assumption Secondary School cannot guarantee the same provision year on year.

Schoolbook Scheme Rules:

- The books provided under the book scheme remain the property of Assumption Secondary School. These books are on loan to students for the academic year and must be treated with care and respect.
- The school will continue to use books already in circulation under the Book Rental Scheme from previous years and will re-use the books purchased under this scheme.
- It is the responsibility of parents to ensure that students handle the books with care to facilitate their reuse by the school in subsequent years.
- In the case of students who store books/equipment on school property, they do so at their own risk and parents maintain full responsibility for said books and equipment.
- Parents 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 is provided for in school's Code of Behaviour in relation to damage to school property.
- Books will only be replaced in *exceptional* circumstances and only when the budget allows.

Schoolbook Scheme Stationery Provision Rules:

- Assumption Secondary School will provide stationery as outlined in the Department of Education and Youth guidelines.
- Parents should be aware that the provided stationery provided 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. This requirement will be notified to parents in June annually with return to school details.
- Used and/or lost stationery is to be replenished/replaced by parents.

Responsibilities of Parents:

- Parents 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/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 should arrange for their replacement and notify the school immediately.
- Assumption Secondary School is committed to fostering a collaborative relationship with parents 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.

Review and Amendments:

- This policy will be reviewed periodically to ensure its effectiveness and relevance.

This policy was ratified by the Board of Management on the 17th of September 2025.