

CEIST

Catholic Education
An Irish Schools Trust



Junior Cycle Book Scheme and Stationery Provision

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1.0: Link to Mission Statement

Presentation, Wexford, is a Catholic Secondary School for girls only, guided by the ideals of Nano Nagle, foundress of the Presentation Congregation.

The school is committed to the pursuit of excellence in a caring environment.

“Inspired by the vision of Nano Nagle, our school is committed to the pursuit of excellence in a caring, respectful and inclusive community.”

We are an inclusive school both in our intake and in the curriculum which we provide. We aim to provide the highest standard of education for all our students.

We endeavour to fulfil our mission in partnership with parents/guardians, staff, students, patron and the local community.

2.0: Objective

Objective: This policy aims to outline the expectations of parents/guardians regarding the Junior Cycle Book Scheme and the provision of limited stationery packs by Presentation Secondary School, Wexford 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 on year.

3.0 Book Scheme

- **The books provided under the book scheme remain the property of Presentation Secondary School, Wexford 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 schoolbook 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.

4.0 Stationery Provision

- Presentation Secondary School, Wexford 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.
 - *This will include a limited number of Hardbacks/Copies/Logbook/ Calculator/School Journal*
 - *Please note – one form of copy/hardback per subject only – no replacements – the supply is not infinite.*
 - *Please note – no writing stationery e.g. pens, erasers, parers, pencils, pencil case, ruler etc*
- 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 will need to be acquired separately by parents/guardians.
- E.g. Some art supplies, some Graphics, & Home Economics etc are not covered.
- Used and/or lost stationery is to be replenished/replaced by Parents/Guardians.

5.0 Parent/Guardian Responsibilities

- 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. 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.

6.0 School Support

- Presentation Secondary School, Wexford 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 help and guidance as needed to ensure all students have access to the necessary resources for their education. However, **please note, Schools are operating the School Book Scheme on a predefined and limited budget as determined by the Department of Education.**

7.0 Review & 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.

Presentation Secondary School, Wexford 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.

8.0: Ratification

This policy was ratified by the Board of Management on 30th May 2024 following consultation with all stakeholders.

Chairperson: *Mary Culleton*

Date *30th May 2024*

Principal: *Billy Ryan*

Date: *30th May 2024*