



Objective:

This policy outlines the expectations for parents/guardians regarding the 2025-2026 Book Scheme and the provision of stationery packs at Heywood Community School, ensuring the proper care of school property and addressing responsibilities in cases of loss or damage. The policy applies to both Junior Cycle and Senior Cycle students.

Book Scheme:

- The books provided under the scheme remain the property of Heywood Community School. These books are lent to students for the academic year(s) and must be treated with care and respect.
- Both Junior Cycle and Senior Cycle students will receive textbooks and other essential resources as part of the Book Scheme.
- It is important to note that schools will continue to use books already in circulation under schoolbook rental schemes. These books may also be reused in future academic years.
- **Deposit:** A deposit of €52 per student will be required to ensure the care and return of books in usable condition. This deposit will be refunded to the parent/guardian upon the successful return of the books in good order at the end of the academic year. This deposit will be payable on Tyro under the 'fees' section.
- Parents/guardians, as well as the student themselves, are responsible for ensuring 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 (to be decided by management) and only when the budget allows.

Stationery Provision:

- Heywood Community School will provide a standard stationery pack for all students, as outlined in the Department of Education guidelines. This pack is intended to cover basic stationery needs for academic purposes.
- Parents/guardians should be aware that the stationery pack provided might not fully cover the total stationery and equipment requirements for all subjects. Parents may need to purchase additional stationery or specialised equipment

required for specific subjects. This requirement will be notified to parents/guardians before students commence the school year.

- **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 the academic year 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 educational resources. Parents/guardians facing difficulties in meeting these obligations are encouraged to communicate with the school to explore available support options.

School Support:

- Heywood Community School 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 that the school is operating the Book 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.
- Heywood Community School 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 Tuesday 8th April 2025

Signed:  _____

Fr. Dan Carroll

Chairperson of Board of Management.