



Errigal College Letterkenny
Policy for School Book Scheme and
Stationery Policy
2025/2026

This Policy has been reviewed and approved by the Board of Management of Errigal College at their meeting on

Proposer:

Seconder:

Chairperson of the Board of Management:

Principal:

Mr Danny McFadden

Date of Approval:

This policy was ratified by the Board of Management on (insert date).

Errigal College School Book Scheme and Stationery Policy

Objective:

This policy aims to outline the expectations of parents/guardians regarding the Junior/Senior Cycle Book Scheme and the provision of stationery resources by Errigal College, 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.

Book Scheme:

- The books provided under the book scheme remain the property of Errigal College 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 school book 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.

Stationery Provision:

- Errigal College will provide standard Stationery Resources for all students, as outlined in Department of Education guidelines. These resources are intended to cover basic stationery needs for academic purposes.
- **Parents/guardians should be aware that the provided stationery 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/guardians. This requirement will be notified to parents in April.
- Used and/or lost stationery is to be replenished/replaced by Parents/Guardians.

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 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/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.

School Support:

- Errigal College 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, Schools are operating the School 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.

Errigal College 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.

Junior Cycle Students Core Classroom Resources:

- 1 school journal per student per Junior Cycle year
- 12 copybooks (or equivalent hardback notebook or refill pad) per student per Junior Cycle year
- 1 display A4 plastic folder per student per Junior Cycle year
- 1 plastic zip A4 folder/carry case per student per Junior Cycle year
- 1 set of ledgers/journals/cash books required for accounting/business studies per student per Junior Cycle year
- 1 science copybook per student per Junior Cycle year
- 1 music copybook/manuscript per student per Junior Cycle year
- 1 set of grammar books per student (to remain assigned to that student for the duration/remainder of the Junior Cycle)

- 1 maths formulae & tables/log book (to remain assigned to that student for the duration/remainder of the Junior Cycle)
- 1 scientific calculator (to remain assigned to that student for the duration/remainder of the Junior Cycle)
- Dictionary/(ies) (to remain assigned to that student for the duration/remainder of the Junior Cycle)

Transition Year students Core Classroom Resources:

- 1 school journal per student
- 4 copybooks (incl. equivalent hardback notebook or refill pad) per student
- 1 display A4 plastic folder per student
- 1 plastic zip A4 folder/carry case per student

Senior Cycle students including Leaving Certificate Established, Leaving Certificate Vocational Programme (LCVP) and Leaving Certificate Applied (LCA)

Schools will be aware that students may already have some items from Junior Cycle and it is up to schools to determine the requirements of students.

The minimum items for Senior Cycle students (not including Transition Year students) are listed below:

Students Core Classroom Resources:

- 1 school journal per student per Senior Cycle year
- 16 copybooks to include 2 copybooks per examination subject (including equivalent hardback notebook or refill pad) per student per Senior Cycle year

- 1 set of ledgers/equivalent journals for business required for accounting/business subjects per student per Senior Cycle year
- 1 science specific copy/equivalent per student per Senior Cycle year required for science and applied science subjects
- 1 music copybook/manuscript per student per Senior Cycle year
- 1 ring binder folder and pockets or display A4 plastic folder (or equivalent) per student per subject per Senior Cycle year
- 1 plastic zip A4 folder/carry case per student per Senior Cycle year
- 1 maths formulae and tables/log book (to remain assigned to that student for the duration/remainder of the Senior Cycle)
- 1 mathematical geometry set (to remain assigned to that student for the duration/remainder of the Senior Cycle)
- 1 scientific calculator (to remain assigned to that student for the duration/remainder of the Senior Cycle)
- 1 dictionary/relevant grammar book per language studied per student for the duration of Senior Cycle