***Tobar an Léinn***

*“Tús Maith”*

**Raheen, Mountrath, Co. Laois**

**Tobar an Léinn—Raheen—”Tús Maith”**

**Phone: - 057-8731767**

School Book Rental Scheme

The scheme is voluntary. Book lists will be supplied to parents in the normal way.

A security deposit is payable on behalf of each student who joins the scheme. This deposit carries forward to the following year if all books are returned in good condition at the end of the current year. The security deposit will be held against the safe return of all books rented to pupils under the scheme. If a book is lost or damaged, a parent will be asked to replace the book; failing this a percentage or all of this deposit will be retained to cover such loss or damage. Full compensation for lost books will be required before re-admission to the scheme. However, this deposit will be returned should a pupil leave the scheme having safely returned all the rented books within an acceptable condition of use.

Annual rental: A rental charge per year will apply in addition to the security deposit of €20. The payment of both charges will secure the rental of all relevant text books listed in the book list as and when required throughout the school year.

Purchase of copies, disposable materials and stationary will remain outside the scope of this scheme and remain the responsibility of the parents.

To qualify for admission to the scheme, the rental charge must be paid on or before June 20th each year. New parents to the scheme will be required to pay a deposit before September 5th.

Each pupil/parent will be required to sign a receipt for the books supplied which will be retained in the school.

The books supplied under the scheme will remain the property of the school and may be subject to inspection at any time by a member of the teaching staff.

Membership of the scheme is at the discretion of the Board of Management and the school Principal. Any pupil found to be abusing, defacing or disposing of rented books will be dismissed from the scheme and will be required to supply their own textbooks for the remainder of their time in the school.

Books supplied under the scheme may be new or second hand at the discretion of the Principal and Board of Management.

**Signed Michael Holland Date: 11/June/2015**

 **(Chairperson of Board of Management)**