



**Patrician Academy, Mallow**

**Junior & Senior Cycle Book Scheme and Stationery Provision  
Policy**

Drafted in accordance with the Department of Education Guidelines as provided by Schoolbooks  
Grant Guidance for Post Primary Schools 2026/27

Ratified by the Board of Management on Tuesday 9<sup>th</sup> June 2026

## **Junior & Senior Cycle Book Scheme and Stationery Provision**

**Objective:** This policy aims to outline the expectations of parents/guardians regarding the Junior & Senior Cycle Book Scheme and the provision of stationery packs by Patrician Academy, 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:**

- Each parent will be charged a refundable deposit of €50, as part of the Schoolbook Scheme.
- The books provided under the book scheme remain the property of Patrician Academy at all times. These books are lent to students for the academic year and must be treated with care and respect.
- School books and stationery will have a barcode label and/or a label with student's name. Upon the receipt of schoolbooks and stationery, students and parents must sign a document which details the books and equipment that are on loan. This document is signed on the understanding that all items listed will be returned at the end of the loan period.
- Parents/guardians and school staff are requested to strongly discourage students from writing in the books provided under this scheme.
- 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:**

- Patrician Academy 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. Please note that pens/pencils will not be included. Please note that students who study Graphics/Wood Tech/Music or Art will still have to provide additional materials e.g TG Box Set, contribution to the cost of wood/varnish, musical instruments, Art pack 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 may need to be acquired separately by parents/guardians. This requirement will be notified to parents over the course of the academic year as the need arises.
- The scheme does not cover individual subject zip lock folders which we recommend as an organisational aid.
- 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:**

- Patrician Academy 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.

Patrician Academy 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 9<sup>th</sup> June 2026

Signed: Andrew McCarthy, Chairperson of the Board of Management

Signed: Elaine O'Regan, Principal/Secretary of the Board of Management

Date: 9<sup>th</sup> June 2025



## Patrician Academy

### Junior & Senior Cycle Schoolbook Scheme Parent/Guardian Agreement

- ❑ 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.
- ❑ Books will only be replaced in **exceptional** circumstances and **only when the budget allows**.
- ❑ Under the rules of the Schoolbook Scheme students are not permitted to write on books or workbooks.
- ❑ All books and workbooks must be returned to the school at the end of the academic year or when requested by the school.
- ❑ Each parent will be charged a **refundable deposit of €50**, as part of the Schoolbook Scheme.
- ❑ 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.
- ❑ Book and stationery packs will be given to the student upon receipt of this signed form.

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#### To be signed by parent/guardian and student:

I have read and understand the above details relating to the Schoolbook Scheme.

By signing this form, I agree with the above responsibilities.

Student Name (CAPITAL LETTERS): \_\_\_\_\_

Student Year \_\_\_\_\_

Student's signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent's/Guardian's signature: \_\_\_\_\_ Date \_\_\_\_\_

Please print name: \_\_\_\_\_

Please email this signed form to [admin@patricianacademy.ie](mailto:admin@patricianacademy.ie) or drop into the office on or **before 4pm Friday 14th August**. Books and stationery will only be issued to a student upon receipt of this form and payment of the deposit.