

# DROM NATIONAL SCHOOL

## SCHOOL BOOK RENTAL SCHEME: ARRANGEMENTS

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Dear Parent(s) / Guardian(s),

In Drom National School, we make every effort to keep costs to parents / guardians to a minimum. Our book rental scheme, which begun operation some years back saves parents and guardians a lot of money, especially as children get older. The scheme is operated by the school staff on behalf of the Board of Management.

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

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 relevant school year. The security deposit will be held against the safe return of all books rented to pupils under the scheme. If books are lost or damaged, 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 in acceptable condition.

### Annual Rental

#### **Junior Infants:**

Annual Rental: €5  
Security Deposit: €10  
Total Cost: €15

#### **Senior Infants:**

Annual Rental: €6  
Security Deposit: €10  
Total Cost: €16

#### **First Class**

Annual Rental: €7  
Security Deposit: €10  
Total Cost: €17

#### **Second Class:**

Annual Rental: €8  
Security Deposit: €10  
Total Cost: €18

#### **Third Class & Fourth Class:**

Annual Rental: €18  
Security Deposit: €10  
Total Cost: €28

#### **Fifth Class & Sixth Class:**

Annual Rental: €18  
Security Deposit: €10  
Total Cost: €28

For new entrants to the scheme the payments of both charges (deposit and annual rental) will secure the rental of all relevant book scheme textbooks as and when required throughout the school year.

For existing members of the scheme, payment of the annual rental charge only will secure the rental of all relevant book scheme textbooks as and when required throughout the school year.

Purchase of workbooks, 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 security deposit (if applicable) and annual rental charge must be paid on or before Monday, 10<sup>th</sup> June this year.

Each parent / guardian 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.

**EXISTING MEMBERS OF THE BOOK RENTAL SCHEME SHOULD RETURN ALL BOOK SCHEME BOOKS TO THE SCHOOL BY JUNE 10<sup>TH</sup> FOR INSPECTION. PLEASE ENSURE THAT ALL MARKS ARE REMOVED AND THAT BOOKS ARE RETURNED IN GOOD CONDITION. This will ensure that deposits are returned before the end of the school year to those leaving the scheme. It will also allow the school to determine how many new books and covers need to be ordered for 2019 / 2020. Students will continue to have access to their books until they complete same.**

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.

The following table shows the value of the books which are rented in each class

<b>Class</b>	<b>Number of Books in the Book Rental Scheme</b>	<b>Cost to Parents / Guardians</b>	<b>Value of Books (including book covering)</b>
<b>Junior Infants</b>	<b>3</b>	€5.00	€15.75
<b>Senior Infants</b>	<b>3</b>	€6.00	€17.82
<b>First Class</b>	<b>3</b>	€7.00	€21.42
<b>Second Class</b>	<b>3</b>	€8.00	€23.85
<b>Third Class</b>	<b>3</b>	€18.00	€53.16
<b>Fourth Class</b>	<b>3</b>	€18.00	€53.59
<b>Fifth Class</b>	<b>3</b>	€18.00	€56.02
<b>Sixth Class</b>	<b>3</b>	€18.00	€56.02
<b>Total</b>	<b>24</b>	€98.00	€297.63

Please complete the attached form and return it with the appropriate amount if you wish to participate in the Book Rental Scheme. The money should be paid before 10<sup>th</sup> June 2019. Cheques should be made payable to 'Drom National School Book Scheme.'

**TO ENSURE THAT WE ORDER AND RECEIVE THE RELEVANT BOOKS PRIOR TO THE END OF THE SCHOOL YEAR, WE CANNOT EXTEND THIS DEADLINE.**

# DROM NATIONAL SCHOOL – SCHOOL BOOK RENTAL SCHEME

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Please tick

I have read and agree to the arrangements for participation in the School Book Rental Scheme.

I understand that a security deposit is payable to enter the scheme. I understand that this deposit will be returned when a pupil leaves the scheme having safely returned all rented books in acceptable condition.

I understand that workbooks, disposable materials and stationary are not included in this scheme.

I wish to have my child avail of the School Book Rental Scheme in the year 2019 – 2020.

<b>Name of Student</b>	
<b>Class (2019 – 2020)</b>	
<b>Name of Teacher</b>	
<b>Deposit (New entrants only)</b>	<input type="checkbox"/> <b>€10 deposit</b> <b>The security deposit must be paid in addition to the relevant annual rental fee for new entrants. Existing entrants should only pay the relevant rental fee.</b>
<b>ANNUAL RENTAL FEE: (Please tick)</b>	<b>The Annual Rental Fee for my child is:</b> <input type="checkbox"/> <b>Junior Infants: €5 (Ms. Scanlan)</b> <input type="checkbox"/> <b>Senior Infants: €6 (Ms. Scanlan)</b> <input type="checkbox"/> <b>First Class: €7 (Ms. Butler)</b> <input type="checkbox"/> <b>Second Class: €8 (Ms. Butler)</b> <input type="checkbox"/> <b>Third Class / Fourth Class: €18.00 (Ms. Butler / Ms. Moore-Walsh)</b> <input type="checkbox"/> <b>Fifth Class / Sixth Class: €18.00 (Ms. Moore-Walsh)</b>
<b>Total Fee Enclosed (Write amount)</b>	
<b>Signed: (Parent / Guardian)</b>	
<b>Please sign on receipt of books only:</b>	<p>I / We acknowledge that I / we have received the relevant books for my /our child under the Drom NS Book Rental Scheme for 2019 – 2020:</p> <p>Signature: _____</p> <p>Date: _____</p>