St. Joseph's Patrician College, Galway.

'THE BISH'

Junior and Senior Cycle Book and Stationary Policy

Ratification Date: 12th June 2026

Revision Number	Date:	Approved by BOM
1		26th June 2024
2		28th April 2025
3		12th June 2026

Next Review Date: As required.

This procedure is in keeping with the Child Protection Procedures as adopted by the Board of Management. Teachers are reminded that they are mandated persons and must be familiar with their obligations with reference to the Children First: National Guidance for Protection and Welfare of Children 2017 and the Children First Act 2015

Academic Year 2026/2027

Objective: This policy aims to outline the expectations of parents/guardians regarding the Junior and Senior Cycle Book Scheme and the provision of stationery packs by St. Joseph's Patrician College, ensuring the proper care of school property and addressing responsibilities in cases of loss or damage.

Note: St. Joseph's Patrician College is operating 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 St. Joseph's Patrician College at all times. These books are lent to students for the academic year 2026 2027 and must be treated with care and respect so that they can be reused in the future years (where applicable)
- St. Joseph's Patrician College are required to re-use books purchased under this scheme.
- **One copy** of each required book will be provided at the start of this academic year. Or upon change of enrolment (for example, if a student changes subject level, the relevant textbook may be swapped)
- It is the responsibility of parents/guardians to ensure that students handle the books with care to facilitate their reuse by St. Joseph's Patrician College 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.

- The loan period will expire at the end of the Junior Cycle State Examinations at the end of third year and at the end of the Leaving Certificate State Examinations (sixth year) or when a student should cease to be enrolled at St. Joseph's Patrician College 'The Bish'.

Stationery Provision:

- St. Joseph's Patrician College 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.
- **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.
- 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 Cycle and Senior Cycle as per school policy.
- On acceptance of the books and stationary provided under the scheme parents must sign the agreement **(see Appendix A)**.
- 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 St. Joseph's Patrician College to explore available support options.

- Parents are expected to ensure that textbooks are returned at the end of the loan period or when instructed to do so by the school.

Responsibilities of Students:

- Students are expected to ensure they have the necessary materials for learning with them in class and these must be brought home with them for completion of homework when required.
- Students are expected to ensure the safe-storage of textbooks in their locker when not in use.
- Students should only write in, mark or annotate the book when instructed to do so by their teacher.
- Students should take good care of the schoolbooks and materials provided to them under the scheme. They must not damage textbooks in any way, beyond ordinary wear and tear. Graffiti on textbooks is strictly prohibited.

School Support:

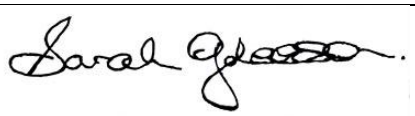
- St. Joseph's Patrician College acknowledges that unexpected circumstances may arise, and endeavours to work with parents/guardians to address any challenges related to the book scheme or stationery provision.
- St. Joseph's Patrician College will provide assistance and guidance as needed to ensure all students have access to the necessary resources for their education. However, **please note, *St. Joseph's Patrician College 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 St. Joseph's Patrician College Board of Management, with consideration for input from relevant stakeholders.

St. Joseph's Patrician 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 St. Joseph's Patrician College community.

This policy was ratified by the Board of Management on 12th June 2026.

The Board of Management ratified this policy on the:	**DATE: June 12th 2026**
	Signed:
Kieran Kavanagh Chairperson	
Sarah Gleeson Secretary of the BOM	
Date of next review:	**As required.**

Appendix A:

St. Joseph's Patrician College – The Bish

Junior Cycle and Senior Cycle Book Scheme 2026-2027

The new Junior Cycle and Senior Cycle Schoolbooks Scheme will remove the cost from families of funding schoolbooks and core classroom resources for all Junior Cycle and Senior Cycle students in post-primary schools in the Free Education Scheme for the 2026/27 school year.

Parent(s)/guardian(s) will sign the contract below to state that:

- They have received the books in good condition
- They will look after the books ***and***
- Return them in good condition after the Junior Cycle and Senior Cycle, at the end of the school year or in the event that they leave the school before the completion of Junior Cycle or Senior Cycle.

It is important that your child looks after the books carefully because the books *belong to the school*. At the end of the Junior Cycle/Senior Cycle or in the event that he leaves school, your child must return the borrowed books in good condition.

If a textbook, workbook or copy is damaged or goes missing throughout the year, parent(s)/guardian(s) will be required to replace the item as soon as possible. If a pupil is found to be abusing, defacing or disposing of books, parent(s)/guardian(s) will be required to provide all books for the remainder of his/her time in this school. Please encourage your child to look after their schoolbooks by handling them carefully while they are using them.

We are asking students to please note the following:

1. Lost or damaged books must be replaced.
2. Due care and attention must be taken of each book.
3. 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.
4. Books supplied under the scheme may be new or second hand at the discretion of the school.
5. There can be no writing on the books. No highlighters are to be used. Light pencil and/or post-it notes may be used if necessary.
6. It is every student's responsibility to take care of their books and to return them after the Junior Cycle/Senior Cycle, at the end of a year if applicable or in the event that they leave the school.

I have received the books and resources as directed by the teachers of St. Joseph's Patrician College 'The Bish' for my son. I agree to the terms and conditions as laid out specified in this agreement.

Signed _____ Please print here_____

Pupil's Name_____ Class:___ Date:_____