

Meánscoil na mBráithre Críostaí, Cill Chainnigh

Christian Brothers Secondary School, Kilkenny.

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SCHOOL BOOK SCHEME POLICY March 2025

School Name:	Christian Brothers Secondary School, Kilkenny
School Address:	James's Street, Kilkenny
School Details:	CBS Kilkenny is a Voluntary Roman Catholic Secondary School under the Trusteeship and the Patronage of the Edmund Rice Schools Trust. The School is grant aided by the Department of Education and is a single sex (boys) school.
School Management:	The Board of Management of CBS Kilkenny is a statutory Board appointed pursuant to the provisions of the Education Act 1998.

Mission Statement

Inspired by its founder, CBS Kilkenny aims to provide Catholic education in the Edmund Rice tradition. The school endeavours to be a caring Christian Community which promotes to the best of its ability the personal, spiritual, physical and intellectual development of its students.

Ethos

As an Edmund Rice School, CBS Kilkenny seeks to promote the five key elements of an Edmund Rice School as espoused by the ERST Charter:

- Nurturing faith, Christian spirituality and Gospel-based values
- Promoting partnership in the school community
- Excelling in teaching and learning
- Creating a caring school community
- Inspiring transformational leadership.

Please note that the term parents is used to describe legal guardians also.

Objective

This policy outlines the provision of books and stationery by the school under the School Book Scheme and details the expectations and responsibilities of parents in this area.

Schools are operating the School Book Scheme on a predefined and limited budget which is paid once annually as determined by the Department of Education. The funding is subject to change annually and therefore the school cannot guarantee the same provision year on year.

School Support:

- CBS Secondary School Kilkenny undertakes to expend the funding provided by the Department of Education in an equitable and fair way that will maximise the benefit to students and parents.

Book Provision:

- The books provided under the School Book Scheme remain the property of CBS Secondary School Kilkenny at all times. The books are on loan to students for the academic year and must be treated with care and respect.
- It is important to note that the school will use books which are already in circulation and will re-use the books purchased under this scheme.
- It is the responsibility of parents to ensure that students handle the books with care to facilitate their reuse by the school in subsequent years.
- In the event that books are lost or damaged (beyond normal wear and tear), parents will be required to cover the cost of replacing or repairing them.
- A stock control system will identify which individual books have been provided to each student.
- Books will be replaced only in exceptional circumstances and when the funding allows.
- Where a student is provided with a book and subsequently changes level/subject, a replacement book will be provided only where the original book is returned in good condition and where existing stock and the remaining annual funding allows. Where this is not the case, the parents must finance the replacement.

Stationery Provision:

- CBS Secondary School Kilkenny will provide a standard stationery pack each August for all eligible students. This pack is intended to cover basic stationery needs for academic purposes.
- Parents should be aware that the provided stationery pack may not fully cover the total stationery and equipment requirements for all subjects. The funding is finite and the school has deployed resources equitably across many subjects.
- Additional stationery or specialised equipment required for specific subjects may

need to be sourced and financed separately by parents. This requirement is communicated on Book Lists published in the school app and on the school website, cbskilkenny.ie.

- When copies provided are full, parents will need to finance replacements. Lost stationery (e.g. calculators etc.) will need to be financed and replaced by parents.
- Practical subjects incur extra charges which are used to provide resources to students. The budget does not enable the school to eliminate these charges entirely, but the school will use the funding to reduce charges which are applied to practical subjects.
- Where Exam Papers have already been provided and a student subsequently changes level (necessitating new Exam Papers), the new Exam papers must be provided and financed by parents.

Responsibilities of Parents:

- Parents 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 the relevant educational cycle/year.
- Regularly check and monitor the condition of books and stationery items provided to students.
- In cases of loss or damage to books or stationery, parents should notify the school immediately and arrange to replace as required. This ensures that the stock control system is up to date.
- In accepting books and classroom resources, students and their parents are agreeing to this policy.

Review and Amendments:

- This policy will be reviewed periodically to ensure its effectiveness and relevance.

Approval

This policy has been approved by CBS Kilkenny Board of Management.

Signed: _____ Date: _____

Chairperson, Board of Management