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BOOK RENTAL POLICY

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Book Rental Policy

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Book Rental Policy

1. Introduction

St. Attracta's Junior National School has operated a *Book Rental Scheme* for many years.

Originally the scheme was set up as a result of a staff initiative to alleviate the cost of books and education in the depressed economy of the 1980's.

In our first year of operation, we had a very positive response to a request to parents to donate English reading scheme books that their children no longer required. This initiative was supported financially by the school. Subsequently, a Book Rental Scheme Co-ordinator was appointed to manage the start up process and organise the operation of the Book Rental Scheme.

Establishing the Book Rental Scheme was a very onerous task and would not have been possible to achieve without the support of a dedicated group of parents and teachers.

In St. Attracta's Junior School, the Book Rental Scheme has expanded over the years to include a wide choice of reading schemes and workbooks in English.

It also includes an extensive range of workbooks in Mathematics, Gaeilge and Social Environmental and Scientific Education (S.E.S.E.).

(See Appendix 2)

The expansion of the Scheme contributed to the development of a new school Library / Book Rental storage facility in 1994.

2. Rationale

There is general consensus among educationalists that learning materials are critical to effective and efficient learning in the classroom.

A greater variety of books and increased student interaction with materials leads to increased learning outcomes. Textbooks are a fundamental example of learning materials.

The revised Curriculum 1999 clearly emphasises that children ought to experience as wide a range of books as possible.

It states that the child's "reading experience should be as rich and varied as possible. This can only be realised through the consistent use of well-stocked school and class libraries as well as through the use of reading schemes"

Teacher Guidelines, pg.3

There are numerous programmes on the market that offer a wide selection of readers in various genres.

Textbook rental schemes therefore provide a valuable educational response to many of the problems confronting parents and teachers due to prohibitive costs and diversity.

3. Objectives

The Book Rental Scheme has the following key objectives:

- to increase the number of reading books available to every child
- to increase the variety of text books readily available
- to foster and develop a love of reading
- to offer a wide selection of workbooks in English, Irish, Mathematics and S.E.S.E.
- to cater for the new ancillary materials in English, Irish, SESE and Mathematics
- to extend the scope and sequence of standardised reading material available
- to embrace children's ability from lowest to highest levels
- to keep book bills to an absolute minimum

4. Rental Scheme Co-ordinator

The role of the Book Rental Co-ordinator is to:

- attend book launches of the main book companies and report back to staff on new publications
- organise in-school displays of new publications
- reach a consensus amongst the staff on book stock to be purchased
- purchase the new books
- stamp and catalogue all new books
- source and purchase suitable protective covers for books
- organise covering of books
- set up storage space in the school library, corridors or relevant cabinets
- store and catalogue the books to be rented out
- on-going repair and maintenance of books
- replace damaged books
- update book stock as appropriate
- collect and re-organise all Book Rental materials at year-end
- re-distribute all Book Rental materials at beginning of each academic year

5. Funding and Fees

The initial Book Rental start-up funds were provided by school finances. Thereafter, in its first year of operation a Book Rental fee was levied on parents via each child's book bill. This continues to be current practice. The Book Rental Co-ordinator and Principal agree an appropriate Book Rental fee which is levied on each child's book bill annually. In this manner the Scheme is completely self-financing.

The funds are deposited in the school's bank account. This bank account is reviewed and approved by the Board of Management and is checked by the Auditor and Accountant annually.

The quota of new book orders is adjusted annually to meet demands and fit within the total budget.

All books in the Rental Scheme are the property of the school. Parents/guardians and children assume responsibility for all books rented over the course of the school year. When damage or loss occurs, parents/guardians are required to pay the current replacement cost of the book and cover. It is important that proper care is taken of the book stock in order that the expenditure can be fully funded from book rental fees.

The Rental Scheme's greatest expenses occurred with the introduction of the Revised Curriculum 1999/2000 as new book stocks are more frequently required to support the expanding curriculum in all subject areas.

6. Book Rental Scheme Operations

The Book Rental Co-ordinator undertakes the overall management and the day to day organisation of the scheme.

Rental fees are agreed for each class group by the Principal and Book Rental Scheme Co-ordinator. Fluctuations of student numbers do not impact the operations of the scheme as there is a sufficient stock of books available at each level. Suggestions for inclusion of new texts are discussed on a regular basis at Staff Meetings.

The following records are maintained:

- books lists for each class group
- invoices from book companies
- duplicate receipts for fees paid by parents/guardians

Book stocks are updated in the following way:

- Book Rental Co-ordinator attends book launches of the main publishers
- Book Rental Co-ordinator organises book displays for staff
- Facilitates ongoing discussions at staff meetings regarding new publications and purchases.

Whenever a change in the syllabus is proposed as with the introduction of the Revised Curriculum 1999-2000 or when new publications become available as in 2014 (**See Appendix 1**) adequate preparations are made to ensure that the new texts are purchased, covered and catalogued in advance.

In situations where books are lost or damaged, the Co-ordinator will inform the parents / guardians who are expected to pay the full replacement cost of the damaged book and the cover.

As books are returned to the Library after use they are checked before replacing on to the shelves.

Carefully organised structures and procedures ensure that all books are returned to the library at the end of the school year. The books are collected, checked and catalogued. Damaged or lost books are replaced.

Book stock quantities are reviewed to ensure that there is a sufficient stock of books for the new academic year.

In order to facilitate the smooth operation of the Book Rental Scheme, teachers are required to:

- place books in 'Return' box in the library after use
- report any loss or damage of books to the Co-ordinator
- facilitate in the collection of funds for damaged / lost books
- ensure that children keep books in the zip-loc bags provided

7. Minimising Loss and Damage

Minimisation of the cost is critical to the sustainability of the scheme and the following measures are adopted to ensure this:

- all books are covered in plastic covers/wallets
- children are supplied with a zip-lock bag in September of each year
- all books are stored in the zip-lock bag in school bags
- routine inspections are carried out during the year
- the books are carefully stored in the library and corridor shelves (when not in use by the children)

Such tasks are extremely important to the maintenance of the Rental Scheme as replacement costs are high. Since the Rental Scheme must be self-financing - and operating costs are constantly rising - every effort is made to ensure the best value is achieved and text book lives are maximised.

8. Ancillary Materials

The introduction of the Revised Curriculum 1999/2000 has presented schools with the additional challenge of organising/administering Ancillary Instructional Packs in English, Irish, SESE and Mathematics.

(Appendix 1 & 2)

In St. Attracta's Junior School, these ancillary materials are currently managed under the Book Rental Scheme.

Ancillary packs are catalogued and distributed to Staff according to requirements. They are checked annually before re-distribution for the new academic year. Losses are recorded and every effort is made to replace losses and up-grade materials as appropriate.

9. Appendices:

Cabinets/Corridors

Under the Book Rental Scheme we also have an extra store of curricular resources. These resources support all subject areas in the wider curriculum and are stored in cabinets and/or shelves in all corridors as well as in the library.

These resources include a supply of text books, novels, workbooks, work programmes and photocopiable materials for use by the teachers and children as appropriate.

All materials are stamped and labelled to help with the tracking, upkeep and maintenance of resources.

We continually research new materials and resources to support the teaching and learning in all areas of the curriculum in St. Attracta's Junior School.

APPENDIX 1:

Big Box Reading and Language Programme

This is the main reading Programme used in both Junior & Senior Infants.

Overview of structure and content:

Big Box Adventures – Education Company of Ireland
Junior Infants – Band 1 – Reading Books
10 Little Books: 1. Danny and Mum 2. The Market 3. Hello and Goodbye 4. Round and Round 5. Halloween 6. I can 7. The Telescope 8. Up and Down 9. Please 10. The Spaceship
Story Book – Wow
Senior Infants - Band 2 – Reading Books
Story Book 1 – Oh no Zeb! Story Book 2 – Danny to the Rescue Story Book 3 – what a Box!

BIG BOX ANCILLARY INSTRUCTIONAL PACK – Band 1

Each teacher has his/her own pack.

Junior Infants

- Teachers Resource Book Band1
- Big Book 1-When Danny met Zeb
- Big Book 2 – The Big Box
- Character Cards
- Word Cards
- Teachers CD
- ICT Resources:
 - ✓ Reading Activities
 - ✓ Writing Activities
 - ✓ Letter formation Activities
 - ✓ 8 Interactive Digital Posters (available on CD Rom & online)

Senior Infants

- Teachers Resource Book Band 1
- Word Cards
- ICT Resources:
 - ✓ Reading Activities
 - ✓ Writing Activities
 - ✓ Letter formation Activities
 - ✓ 8 Interactive Digital Posters (available on CD Rom & online)

Wonderland English Literacy Programme is the main Reading Programme of work used in both the First and Second Classes.

Wonderland core books – C.J. Fallon
1st Class - Stage 2
Book 1 – Looking for Zara
Book 2 – The New Suit
Book 3 - Dance shoes for GG
Book 8 – A Surprise for Feena
Book 4 – The Camper Van
Book 5 – Feena’s 1 st Book of Facts
2nd Class - Stage 2
Book 6 – The Treasure Hunt
Book 7 – GG’s new Job
Book 8 – A Surprise for Feena
Book 9 – The Magic Ring
Book 10 – Feena’s Second Book of Facts

WONDERLAND ANCILLARY RESOURCES – STAGE 2	
Each teacher has his/her own pack.	
<i>First Class</i>	<i>Second Class</i>
<ul style="list-style-type: none"> • Teachers Resource Book • Teacher’s Notes C • Oral Language Development Scheme C • Supplementary Readers Pack • ICT Materials <ul style="list-style-type: none"> ✓ eReaders ✓ Core Reader Interactives ✓ Phonic Interactives ✓ Digital Posters 	<ul style="list-style-type: none"> • Teachers Resource Book • Teacher’s Notes D • Oral Language Development Scheme D • Supplementary Readers Pack • ICT Materials <ul style="list-style-type: none"> ✓ eReaders ✓ Core Reader Interactives ✓ Phonic Interactives • Digital Posters

APPENDIX 2:

Supplementary Reading Schemes

The following is an outline of the supplementary Reading Schemes available through our Book Rental Scheme.

There is a full quota of "STARWAYS ENGLISH LANGUAGE PROGRAMME" – C.J. Fallon - available for all classes.

In the other schemes we have a full quota of books available in selected titles only, as agreed by staff members.

Starways Reading and Language Programme – C.J. Fallon			
STAGE ONE		STAGE TWO	
<u>Junior Infants</u>	<u>Senior Infants</u>	<u>First Class</u>	<u>Second Class</u>
Rhyme Away	Jen Plays Tricks	Here comes Buster!	The Lost Dog
! See, I See	Look at This!	Buster's First Book of Facts	Busters Second Book of Facts
Hello	Visiting	The Bouncing Castle	Jill's New Rollerblades
Len Likes to Hide	Stories For You	Penny's First Book of Facts	Penny's Second Book of Facts
Skills Book A	A New Baby	The Dinosaur Egg	Hitch up your Roots and Walk
	Skills Books B & C	Skills Books D & E	Skills Books F & G

Oral Language:

"Now You're talking" – C.J. Fallon and Chatterbox Oral Language Programme 1 & 2 – The Education Company of Ireland - are also used in conjunction with the above reading programmes

Springboard Language Programme- The Education Company of Ireland

❖ Full quota available + limited number of workbooks

Get Up Huggy Bear Huggy Bear and Patsy Panda Danny Dinosaur At the Shop with Huggy Huggy is a Rascal Harry Hedghogs Balloon	Junior + Senior Infants
The Birthday Present The Magic Broom A New Friend	First Class
Timmy and the Wind-Up Mouse Summer Gathering	Second Class

Sunbeams Reading Scheme – C.J. Fallon

❖ Junior + Senior Infant ½ quota
 First + Second Classes – full quota available

(1) Tara and Ben Holly and Dusty All the Friends The Magic Box	Junior + Senior Infants
(2) The Lost Key The Yellow Bus Trouble with the Robot	First Class
(3) The Musical Clock The Laughing Dragon The Floating Island	Second Class

Busy Beavers Reading Programme – Folens

❖ Selection of books available – not full quota

The Circus Fun and Games Emma can Read The Picnic The New Baby Happy Birthday Emma	Junior + Senior Infants
Down on the Farm Marmalade The Dog Show	First Class
The very worst Monster Stone Soup	Second Class

Rainbow Reading Programme – C.J. Fallon

❖ ½ quota of books available approximately

1. Ann and Barry 1A Ann and Barry Again 2. Lots of Fun 3. Fun on the Farm 3A Play With Us	Stage 1 Junior + Senior Infants
Happy Days At the Zoo Animal Friends	Stage 2 First Class
Away to Fairy Land Myth and Magic The Golden Gate	Stage 2 Second Class

Hopscotch Reading Scheme C.J. Fallon

❖ Limited number of books available – 2 classes approximately

A Christmas Story The Happy Garden Deirdre The Tara Broach	First Class + Second Class
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There is a limited number of books/materials available in the following Reading and Language programmes:

Sunny Street	- The Education Company of Ireland
Magic Emerald	- Folens
Now We Read	- Folens

Novels:

The Turf Cutters Donkey	- Patricia Lynch
Charlottes Web	- E.B. White – Puffin

General Workbooks available in English:

Hopscotch Bridge Reader	- C.J. Fallon
Wordpower 2	- Helen H. McLulich
Better English Book 1 & 2	- Ginn + Co. Ltd.
First Aid in English A+B	- Robert Gibson + Sons
Treasury 2000	- Folens
A Treasury of English	- Folens
New Treasury of English 1	- Folens
Away with Words 1+2	- C.J. Fallon
Work Away B + C	- C.J. Fallon
Begin with Words 2	- The Education Company of Ireland
Writing – Level 3	- Cambridge Educational
The Weetabix Oxford Illustrated Book of Facts	
The Weetabix Oxford Illustrated Oxford Dictionary	

Gaeilge – Ancillary Instructional Packs:

Is é “**Sin É**” an scéim atá in úsáid i ngach rang ag an bpointe. Tá scéimeanna nua foilsithe i mblianna agus táimid chun féachaint orthu go luath. Tá seans ann go ndéanfaimid rogha nua le h-aghaidh an bliain seo chugainn – 2015/2016.

Maith Thú

Tá cártaí cainte as an scéim “Maith Thú” ag gach Múinteoir ranga sa scoil. Úsáidtear na cártaí seo chun tacaíocht a thabhairt í múineadh agus forbairt foclóir nua.

Leabhair Saothair Ginearalta :

- Gach Aon Lá - Naí Shois - Folens
- Gach Aon Lá - Naí Shin
- Gach Aon Lá - Rang I
- Gach Aon Lá - Rang II
- Éirí na Gréinne A,B, 1+2 - The Education Company of Ireland
- Bun go Barr A,B, 1+2 - C.J. Fallon
- Bí ag Obhair 1+2 - C.J. Fallon
- Sraith na Cainte - Leabhair Leabharlainne – Comhlacht Oideachais Éirinn
- Táim ag Obhair 1+2 - Fallons

Mathematics:

Maths Scheme currently in use:

Junior Infants: Planet Maths, Folens

Senior Infants: Planet Maths, Folens

1st Class: Planet Maths, Folens

2nd Class: Planet Maths, Folens

There is a small selection of miscellaneous Maths Workbooks available from the book rental scheme also:

Ready, Steady Maths	-	Carroll Heinemann
Maths Matters 1	-	The Education Company of Ireland
Maths Matters 2	-	The Education Company of Ireland
Mathemagic Jun. Infants	-	C.J. Fallon
Mathemagic Sen. Infants	-	C.J. Fallon
Action Maths	-	Folens
Meeting Mathematics 1 & 2	-	The Education Company of Ireland
Maths Mastery (1) Textbook	-	The Education Company of Ireland
Maths Mastery (1) Follow-Up	-	The Education Company of Ireland
Maths Mastery (2) Textbook	-	The Education Company of Ireland
Maths Mastery (2) Follow-Up	-	The Education Company of Ireland
Maths Mastery Check-Up (1)	-	The Education Company of Ireland

Maths Mastery Check-Up (2)	-	Ireland The Education Company of Ireland
Busy at Maths A,B,1,2	-	C.J. Fallon
Figure it out 1,2,3	-	C.J. Fallon
Primary Maths Course A+B 1+2	-	School + College Services
Maths World – J.I. + S.I.	-	C.J. Fallon
Maths Quest – J.I., First + Second	-	Folens
I Can Solve It (1)	-	Folens
Simply Maths – Second Class	-	Folens
My Kind of Maths 2	-	The Education Company of Ireland
Maths in Action 2	-	Gill + McMillan
Test Time 1+2	-	C.J. Fallon

Science Workbooks:

What a Wonderful World	-	C.J. Fallon
“Tell Me About” series	-	Kingfisher Books
- Wings, Wheels and Sails		
- The Human Body		
- The World of Animals		
- Flowers, Trees and Other Plants		
- Sun, Stars and Planets		
- Earth, Sea and Sky		
- All Around Me	-	The Education Company of Ireland