CTI Clonmel

Raheen College &
Gaelcholáiste Chéitinn

Book scheme
& stationery provision policy

Date: May 2026

Policy Area	Schools
Document Reference number	CTI/Books/035/0
Version	2
Document Drafted by	Central Technical Institute Clonmel
Date previous version: adopted by SLT noted by TETB	 12 April 2022 24 May 2022
Date Reviewed / Amended by School	May 2026
Date Reviewed / Ratified by BOM	23 September 2026
Date noted / to be noted by TETB	27 October 2026
Document Review Date	Policy will be reviewed periodically to ensure its effectiveness and relevance.
Date of Withdrawal of Obsolete Document	23 September 2026 Document Reference No. CTI/Books/035/0 Version No. 1

CTI Clonmel Mission Statement

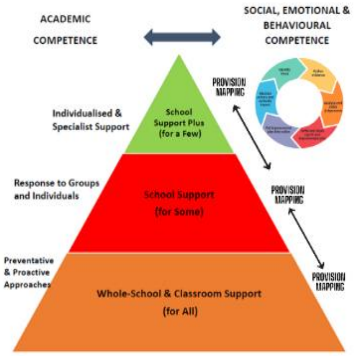
The role of our school is to facilitate the students of Clonmel and its environs in the acquisition of general and specialised education. CTI Clonmel is under the patronage of Tipperary Education and Training Board. ETB schools are state, co-educational, multidenominational schools underpinned by the core values of:

- Excellence
- Care
- Equality
- Community
- Respect

CTI Clonmel provides students with equal opportunities for enrolment in line with the Education (Admissions to School) Act 2018. Once enrolled, our school strives to provide all students with equal opportunities to engage with the curriculum and school life. We strive to enable every student to realise their full potential regardless of any aspect of their identity or background. Our school:

- provides a safe physical and social environment that reinforces a sense of belonging to the school community and wider society
- promotes a fully inclusive education that recognises the plurality of identities, beliefs and values held by students, parents and staff
- prepare open-minded, culturally sensitive and responsible citizens with a strong sense of shared values
- treats equally students of all religions and beliefs. The school environment and activities do not privilege any group over another whilst at the same time acknowledging and facilitating students of all religions and beliefs.

In CTI, SSE/DEIS planning underpins how we identify needs, meet those needs and monitor and record student outcomes, in conjunction with the continuum of student support (diagram on the right).



All policies are formulated around Child Protection & Safeguarding procedures using the school's Student Safeguarding Statement, the Child Protection Procedures for Primary and Post-Primary Schools (revised 2025), the Children First Act 2015 and the Teaching Council's Code of Conduct (2016).

Objective: This policy aims to outline the expectations of parents/guardians regarding the Book Scheme and the provision of stationery items by CTI Clonmel, 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 and Youth (DEY). It is important to note that the budget, as determined by the DEY, 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 CTI Clonmel at all times. These books are loaned to students for the academic year and must be treated with care and respect.
- It is important to note that CTI Clonmel will continue to use books already in circulation under schoolbook rental schemes and 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.
- CTI Clonmel will add a label to all books and stationery provided. This label includes a special barcode which will allow the school to identify the student who owns material that is lost or damaged.
- 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:

- CTI Clonmel will provide standard stationery items for all students, as outlined in the guidelines from the DEY, which will cover the basic stationery needs for academic purposes.
- **Parents/guardians should be aware that the stationery items provided 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 by the first day of the school term.
- 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 as per school policy.
- Regular checks 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.

Return of books:

- Books will be returned to the school by the student once they have finished with them.
- Sixth and Third-year students return their books at the conclusion of the state examinations.
- Transition year students return any books at the conclusion of their year.
- First, Second and Fifth-year students will return any book that they have finished with at the end of the year. Books that they will continue to use will be put into their box, the contents will be checked and stored in the school until their return.
- Parents/guardians will be informed of any books that are not in good condition/lost and are expected to cover the cost of a replacement book.

School Support:

- CTI Clonmel 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 whatever assistance is required to ensure all students have access to the necessary resources for their education. However, it is important to note that schools are operating the book scheme on a predefined and limited budget as determined by the DEY.

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.

CTI Clonmel 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 adopted by the Board of Management on 23/9/26 [date]

Signed: _____
Chairperson of the Board of Management

Signed: _____
Principal

Date: 23/09/26

Date of next review: _____