

# **BOOK CHECKING SCHEME**

## **JUNE 2017**

| <b>Year</b>              | <b>Dates for Checking Books</b>  | <b>Procedure</b>  |
|--------------------------|--|---|
| <b>First Year</b>        | <b>12<sup>th</sup> – 13<sup>th</sup> June 2017</b><br><b>Book Rental payment should be paid in full by this date .</b> | <b>Core books will be returned to students on these dates once all is in order and payment has been made.</b><br><b>Option subject books will be issued on 14<sup>th</sup> August 2017.</b> |
| <b>Second Year</b>       | <b>14<sup>th</sup> – 15<sup>th</sup> June 2017</b><br><b>Book Rental payment should be paid in full by this date .</b> | <b>Books will be returned to students on these dates once all is in order and payment has been made. .</b>  |
| <b>Third Year</b>        | <b>Books will be collected from students on a daily basis as they complete each State Exam.</b>                        | <b>Book Sale for Fifth Year books will take place on Tuesday, 20<sup>th</sup> June 2017 in the School.</b>  |
| <b>Fifth Year / LCA1</b> | <b>16<sup>th</sup> June 2017</b><br><b>Book Rental payment should be paid in full by this date .</b>                   | <b>Books will be returned to students on these dates once all is in order and payment has been made.</b>  |
| <b>Sixth Year / LCA2</b> | <b>Books will be collected from students on a daily basis as they complete each State Exam.</b>                        |   |

**Time for checking books: 9.30a.m. – 12.30p.m.**

**1.30p.m. – 3.00p.m.**

**If you are unable to attend on appointed dates please notify the School to arrange an alternative date.**

| Class group                      | € per annum |
|----------------------------------|-------------|
| First Year                       | 120.00      |
| Second Year                      | 120.00      |
| Third Year                       | 120.00      |
| Sixth Year                       | 120.00      |
| Leaving Certificate Applied LCA2 | 60.00       |

## CLEANING & REPAIRING OF BOOKS

|            |   |
|------------|---|
| COMPULSORY | This is to be done at home before date of checking. |
|------------|---|

## WHAT NEEDS TO BE DONE?

1. Erase pencil marks and notes unless book is required for Third and Fifth Year.
2. Tippex out ink marks – this must be done by all classes.
3. Binding and covers will be checked in school and will have to be repaired in school.

Each book will be checked. If your books are not cleaned you will not be allowed to re-enter the Book Scheme

## WHAT IF I HAVE LOST A BOOK OR BOOKS?

1. You must replace it (them) immediately or at least before checking date.
2. If not replaced you will be removed from the Book Scheme immediately and will not be allowed re-enter unless you have replaced all missing books.

## Book Sale

We will be selling our books for our Fifth Year students 2017/2018 on a first come first served basis on Tuesday, 20<sup>th</sup> June 2017 from 10.00a.m. to 1.00p.m.

