Book Scheme and Stationery Provision

Malahide Portmarnock ETSS

Objective: This policy aims to outline the expectations of parents/guardians regarding the Junior and Senior Cycle Book Schemes and the provision of stationery packs by Malahide Portmarnock ETSS 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.

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 Malahide Portmarnock ETSS at all times. These books are lent to students for the academic year and must be treated with care and respect.
- It is important to note that Malahide Portmarnock ETSS will continue to use books already in circulation and Malahide Portmarnock ETSS 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.
- 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:

- Malahide Portmarnock ETSS will provide a standard stationery pack for all Junior and Senior Cycle students, as outlined in Department of Education guidelines. This pack is intended to cover basic stationery needs for academic purposes. (Appendix 1)
- **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 by 1st September each year.
- 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 and Senior Cycle as per school policy.
- Regularly checking 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.

School Support:

- Malahide Portmarnock ETSS 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 assistance and guidance as needed to ensure all students have access to the necessary resources for their education. However, **please note, *Schools 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 the school Board of Management, with consideration for input from relevant stakeholders.

Malahide Portmarnock ETSS 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 ratified by the Board of Management on 27th November 2025

Appendix 1

Standard Stationery Pack 1st Year:

- 10 A4 hardback copies
- 1 A4 Science Lab Notebook
- 2 Maths copies
- 10 A11 88 page copies
- 1 Geometry set
- 1 Scientific Calculator
- 10 A4 mesh ziplock folders
- 1 black whiteboard marker
- 1 set of colouring pencils

Standard Stationery Pack 2nd Year:

- 4 A4 Hardback copies
- 2 Maths copies
- 7 A11 88 page copies
- 1 A4 mesh ziplock folder
- 1 black whiteboard marker

Standard Stationery Pack 3rd Year:

- 4 A4 Hardback copies
- 2 Maths copies
- 7 A11 88 page copies
- 1 A4 mesh ziplock folder
- 1 black whiteboard marker

Standard Stationery Pack TY:

- 5 A4 Hardback copies
- 3 Maths copies
- 1 black whiteboard marker

Standard Stationery Pack 5th Year:

- 7 A4 Hardback copies
- 2 Maths copies
- 1 black whiteboard marker

Standard Stationery Pack 6th Year:

- 6 A4 Hardback copies
- 2 Maths copies
- 1 black whiteboard marker

Appendix 2

1st Year (26/27)

CORE	**Books**
English	• Touchstones 1 (Edco) • Cirque Du Freak (Novel)
Irish	Turas 1 (Educate)
Maths	• Active Maths 1 (Folens) • Maths Log Book
History	Making History (Gill)
Geography	Cyclone (Gill)
Science	Exploring Science (Edco)
PE	
CSPE	Make a Difference (Folens)
SPHE	You've Got This! (Educate)
OPTION	**Books**
Business Studies	Time for Business (Edco)
Home Economics	@ Home (Educate)
Music	Maestro (Educate)
Visual Art	
Applied Technology	
Graphics	Graphic Solutions (DCG Education)
French	Allons-y 1 (Educate)
Spanish	Que Pasa 1 (Edco)

2nd Year (26/27)

CORE	**Books**
English	• Touchstones 2 (Edco) • The Merchant of Venice (Edco) • The Outsiders by S.E Hinton
Irish	**HL:** Scileanna le hAghaidh Scrúdaithe (Gill) **OL:** Turas 2 (Educate)
Maths	**HL:** Texts & Tests 2 **OL:** Texts & Tests 2
History	Making History (Gill)
Science	Exploring Science (Edco)
PE	
CSPE	Make a Difference (Folens)
SPHE	You've Got This! 2 (Educate)
OPTIONS	**Books**
Business Studies	Time for Business (Edco)
Home Economics	@ Home (Educate)
Music	• Maestro (Educate) • Razzamajazz Recorder Book & CD
Visual Art	
Applied Technology	
Graphics	
French	Allons-y 2 (Educate.ie)
Spanish	Que Pasa 2 (Edco)
Geography	Cyclone (Gill)

3rd Year (26/27)

CORE	Books
English	The Old Man and the Sea by Ernest Hemingway
SPHE	You've Got This! 3 (Educate)
All Subjects	Exam papers provided

Transition Year (26/27)

CORE	Books
English	Animal Farm by George Orwell
SPHE	You've Got This! 4 (Educate)
OPTIONS	**Books**
Spanish	Bridge the Gap (Folens)

5th Year (26/27)

CORE	Books
English	New Discovery Poetry (Edco) Hamlet (Gill) Small Things Like These (Claire Keegan)
Irish	Spreagadh (Gill)
Maths	**HL:** Texts & Tests 4 (CJ Fallon) **OL:** Texts & Tests 3 (CJ Fallon)
SPHE	You've Got This! 5 (Educate)
OPTIONS	**Books**
Business Studies	Back in Business (GD Education)
Home Economics	Complete Home Economics 2nd Edition (Educate)
Music	• Encore (Educate) • Sgt Peppers Lonely Hearts Club Piano & Vocal Score (Waltons) • Seachanges by Raymond Deane (Waltons) • The Eulenberg edition of Berlioz Symphony Fantastique score (Waltons) • The Eulenberg edition of Mozart Piano Concerto no.23 score (Waltons) • RIAM Music Workout Preparatory (Waltons)
Art	New Appreciating Art Visual Studies (Gill)
Technology	
Physics	Real World Physics 2nd Edition (Folens)
French	Tout Va Bien (Folens)
Spanish	Venga (Edco)
Politics & Society	Politics & Society Now (Gill)
History	Making of Europe & the Wider World 3rd Edition (Educate)
Geography	World of Change (Edco)
Biology	Biology Plus (Edco)
Examinable P.E	New Winning Formula (Gill)
Chemistry	Chemistry Live 3rd Edition (Folens)

6th Year (26/27)

Core	**Books**
English	Sive by John B. Keane
Irish	Cluastuiscint Booklet **HL:** Samhlaiocht (Gill)
Maths	**HL:** Texts & Tests 5 New Edition (CJ Fallon)
SPHE	You've Got This! 6 (Educate)
Option	**Books**
History	Case Studies: Movements for Political and Social Reform 1870-1914 (Edco)
All Subjects	Exam papers provided