



An Roinn Oideachais
Department of Education

Schoolbooks Grant

Guidelines for Primary and Special Schools

March 2023

Contents

Foreword from Minister Norma Foley TD	4
Introduction	5
Benefits for Parents/Guardians	6
Benefits for Primary Schools and Special Schools	7
Scope of the Scheme	8
Use of grant by schools	8
Schoolbooks, Workbooks and Copybooks	8
Related Classroom Resources	8
Shared books, audio books and other material to increase the literacy and numeracy resources in schools	9
Special schools and special classes in primary schools	9
Funding Arrangements	10
Allocation to schools	10
Payment of Grant	10
Developing Schools	10
Exceptional Circumstances	10
Primary schools, including special schools under the patronage of Education and Training Boards (ETBs)	11
Administration Support Grant	11
Administration of the scheme	13
Key Principles	13
Selection of schoolbooks and workbooks	13
Organisation of schoolbooks and workbooks	14
Ownership	14
Deposits, Lost and Damaged Books	14
Reduce Waste	14
Procurement	16
Schools Procurement Unit	16
Primary schools, including special schools under the patronage of Education and Training Boards (ETBs)	16
Green Public Procurement	16
Annual Book Lists	17
Schoolbook shops and schoolbook suppliers	17
Irish Education Publishers Association Code of Practice	17
Financial Management	19
Financial Administration	19

Existing primary book grant scheme Circular 46/2013 and DEIS Pilot primary free book scheme	19
Financial Support Services Unit	20
Year 1 Evaluation	21
Review of these Guidelines	21
Queries	21
Appendix 1 - Draft communication to Parents/Guardians of pupils enrolled in recognised primary schools and special schools	22
Appendix 2 - School Task List	23
Appendix 3 - Irish Educational Publishers' Association (IEPA)	24
Useful Links	25

Foreword from Minister Norma Foley TD

This week, I was delighted to secure agreement at Government on a landmark new scheme that will provide, for the first time ever, free schoolbooks for all children and young people enrolled in all recognised primary schools, including special schools.

I strongly believe that as both individuals and as a society, education is one of our most powerful tools. It can ensure that no dream is too big, no ambition too great.

It is, without doubt, the greatest enabler. By providing our primary school children with free school books, we are enhancing their educational experience, not just in the classroom but reaching out into the family home.

This ground-breaking, permanent measure will ease some of the financial burden facing families with the back-to- school costs.

It ensures equity of opportunity in education, where all pupils are supported to fulfil their potential and reflects the importance this Government places on education. It will benefit over 558,000 children and young people, across every county in Ireland. It levels the playing pitch.

Resourcing our primary schools and our special schools to provide schoolbooks, workbooks and related classroom resources will ensure that all children and young people have, at a minimum, the schoolbooks, workbooks and copybooks they need when they begin the school year in September 2023. I appreciate that the implementation of this measure will require significant co-operation from our school leaders, boards of management and staff. I would like to express my sincere appreciation for your work in this regard.

These guidelines were developed to assist primary schools and special schools to implement the scheme in advance of the 2023/24 school year. They were written with the assistance of the education partners and other key stakeholders, including schoolbook publishers and schoolbook suppliers. Again, I would like to note my gratitude to all partners for their work on these guidelines.

Norma Foley T.D

Minister for Education



Introduction

These guidelines are designed to support primary and special school leaders in administering the new schoolbooks scheme. It should help to answer any questions about the scheme and support the planning for the 2023/24 school year.

The cost of preparing children and young people for back to school each year can be a challenging and worrying time for many families who are under increased financial pressure each year to provide the range of items required for the return to school. One of the significant outlays is the cost of providing schoolbooks and related classroom resources. Even though up to now most primary schools and special schools have operated book rental schemes, there was still a participation cost levied on families.

This new scheme, to be introduced in the 2023/24 school year, will remove the cost from families of funding schoolbooks for primary school children and young people. Parents will no longer be required to make any contribution towards the cost of schoolbooks, including the cost of any workbooks and copybooks. Where the funding allows, some related classroom resources may also be provided by schools under the new scheme. Schools will communicate with parents in relation to the scope of the scheme in their school.

Benefits for Parents/Guardians

The main benefit for parents is that the cost of schoolbooks, workbooks and copybooks is now eliminated and will be borne by the State. Parents will also have peace of mind that their child will have the same schoolbooks, workbooks and copybooks as all other children and young people in their class.

The Department has produced an information leaflet for parents which is published at gov.ie/primaryschoolbooks and has been emailed to all primary schools. Schools should circulate this information leaflet to all parents.

Benefits for Primary Schools and Special Schools

Providing funding directly to schools to purchase schoolbooks and related classroom resources for children and young people has many benefits for primary schools and special schools.

Primary schools and special schools will retain the discretion to implement the curriculum by choosing the books and resources that best meet the needs of their pupils.

All children and young people will now start the school year having a full set of schoolbooks, workbooks and copybooks. Where the funding allows some schools may also be in a position to provide related classroom resources. (See section on related classroom resources on page 8).

Primary schools and special schools will no longer need to organise for the collection of book rental charges from parents.

Schools may be able to achieve cost savings by purchasing in bulk.

Schools will also own the schoolbooks and they will be provided on loan to pupils for the school year. This will mean that schools will not usually need to buy a complete new set of schoolbooks each year.

Scope of the Scheme

Use of grant by schools

Schools are permitted discretion in how the free schoolbook grant funding is used on the understanding that it eliminates the overall cost for parents of schoolbooks, workbooks, copybooks and, where possible, some related classroom resources.

Schoolbooks, Workbooks and Copybooks

At a minimum the scheme will provide free schoolbooks, workbooks and copybooks for all children and young people in recognised primary schools and special schools and will eliminate the cost of school schoolbooks, workbooks and copybooks for parents of children and young people enrolled in these schools.

Thereafter the grant should be used to eliminate costs of related classroom resources such as pens, pencils and erasers. Any surplus grant can be used to purchase shared books, audio books and other material to increase the literacy (in English, Irish or other languages) and numeracy resources in a school. Alternatively the surplus can be carried forward to the next school year. Schools should consider the need to replace or purchase new books in the following year when deciding how to use any surplus grant in the current year.

Parents will not be asked to purchase or to make a contribution to the school towards the cost of schoolbooks, workbooks or copybooks or to make a contribution to the school towards the cost of schoolbooks, workbooks or copybooks.

Related Classroom Resources

The Department does not propose to provide a prescriptive list of all items to be included by schools under 'related classroom resources'. It is expected that such items will differ from school to school.

For the main part, this will refer to the resources a pupil will require to carry out curricular based literacy and numeracy schoolwork and should include, where funding permits, such items as pencils, pens, erasers, sharpeners, colouring pencils and whiteboard markers. For pupils in more senior classes, such resources may also include dictionaries, mathematical sets and calculators.

Related classroom resources may also include, where funding permits, items provided by primary schools and special schools where a charge was previously levied on parents, for example, art materials and photocopying.

It is recognised that the total book grant provided may not be sufficient to cover all related classroom resources. Schools must communicate with parents and inform them of the related classroom resources covered under the scheme. Where related classroom resources required cannot be covered under the scheme parents must be

advised of the arrangements in place for the provision of such items. A draft communication to parents is available at **Appendix 1**.

Shared books, audio books and other material to increase the literacy and numeracy resources in schools

The Department acknowledges that a library of books, audio books and other material to increase the literacy (in English, Irish or other languages) and numeracy resources in a school, can play an important part in a school's teaching and learning. In certain circumstances therefore, the book grant may be used to purchase such resources. Funding should only be used for this purpose where all other schoolbooks, workbooks, copybooks and related classroom resources costs have been met. It is a school's priority to ensure that costs for these items are, in so far as possible, eliminated for families. Where surplus funds remain a school has the discretion to purchase such resources for the school's use.

Schools should consider the need to replace or purchase new books in the following year when deciding how to use any surplus grant in the current year.

Special schools and special classes in primary schools

The Department recognises that in some circumstances children and young people enrolled in special schools and in special classes in mainstream primary schools may not use schoolbooks and/or workbooks or copybooks.

A broader range of schoolbooks and resources may be required in these settings to meet the educational needs of the children and young people, including the need to provide an audio version of a schoolbook alongside the text version of the schoolbook.

The main aim of the free primary schoolbook scheme is to eliminate the costs of providing schoolbooks, workbooks and copybooks to parents. When this has been realised by special schools and for special classes in mainstream primary schools, any surplus book grant funding may be used to provide related classroom resources. Special schools and primary schools operating special classes are best placed to identify related classroom resources required for their individual setting and to meet the learning needs of their children and young people.

Funding Arrangements

Allocation to schools

The per capita funding to be provided is as follows;

Rate per capita €96 (all primary schools and special schools)

Payment of Grant

The book grant will be paid to schools in April 2023 so that schools will have the necessary funding in place to implement the scheme in advance of the commencement of the 2023/24 school year.

The grant will be calculated based on validated September 2022 enrolment figures.

Developing Schools

The Department recognises a specific number of schools as developing schools. These are schools which have newly opened since September 2016 and who have significantly increased their enrolment size each year.

An initial payment of the book grant will be made to all primary schools who have developing school status in April 2023 and this will be calculated based on September 2022 validated enrolment data.

When developing schools have provided the Department with projected September 2023 enrolment data, and where this enrolment projection shows an increase from the validated enrolment of September 2022, a “top up” book grant payment will issue.

Where the validated September 2023 enrolments are less than the projected September 2023 enrolments developing schools will be required to return the excess schoolbook grant to the Department. Schools in this situation should email freesprimaryschoolbooks@education.gov.ie for instructions and bank details for making the repayment.

Exceptional Circumstances

In certain circumstances where a school enrolls a number of new pupils after 30th September 2023 and where funding was not originally allocated to take account of these pupils, the school may contact the Department to make an application for additional funding. The school should email freesprimaryschoolbooks@education.gov.ie setting out the detail of the additional enrolments. Such applications will be considered on a case by case basis.

Primary schools, including special schools under the patronage of Education and Training Boards (ETBs)

Book grants will issue directly to the relevant ETB.

Administration Support Grant

It is recognised that many schools already operate existing book rental schemes of considerable scale. However, it is also recognised that there is additional work associated with implementing this scheme.

The Department of Education has put in place a grant payment, for schools, for administrative support.

This grant can be used to employ an individual to work for a specified number of days from April through to August 2023 to carry out administrative work on the scheme. The daily rate sanctioned by the Department for this work is €155.14 which includes holiday pay. The Department will provide an additional 11.05% to cover the employer PRSI cost. The payment must be dealt with by the school as payment of an individual(s)/employee(s).

Although the rate is based on a daily rate, schools have the autonomy to use the equivalent hours (as shown below) over the course of the months leading up to the start of the school year as they consider most suitable for their needs.

The specific duties are to be determined by the school management but can include placing orders with schoolbook shops and suppliers, checking delivery of orders from schoolbook shops and suppliers, covering schoolbooks, preparing and tracking sets of books and related classroom resources for individual classes/pupils, liaising with schoolbook shops and suppliers and classroom teachers. Some of the key tasks involved are outlined in **Appendix 2** but this is not an exhaustive list.

The individual employed can be an existing member of staff of the school/ETB such as: the principal/deputy principal, a teacher, a special needs assistant (SNA), the school secretary, an ETB head office staff member or an individual deemed suitable by the school management to carry out this role effectively.

The number of days allocated are based on the enrolment size of the school and are as follows;

Size of School (enrolment September 2022)	No of Days	No of Hours
0-300	3	17 hrs
301-599	5	28 hrs 20 mins
>600	6	34 hrs

The ongoing requirement for administrative support for the free schoolbooks scheme post 2023 will be kept under review.

For developing schools, the grant for administrative support will be calculated based on projected enrolment figures for September 2023.

The administration support grant will be paid separately to the schoolbook grant and will issue to primary schools before the end of June.

A school can opt out of receipt of this grant payment by emailing freeprimaryschoolbooks@education.gov.ie before 31st May 2023.

Administration of the scheme

Key Principles

The board of management/ETB will be responsible for ensuring the effective administration of the scheme within the following key principles:

- Schoolbooks, workbooks and copybooks will be chosen to support the implementation of the teaching and learning in the school and the provision of a modern and interesting curriculum to children and young people.
- All children and young people will have access to free schoolbooks, workbooks, copybooks and where possible, some related classroom resources.
- No charges for schoolbooks, workbooks or copybooks will be sought from parents.
- Parents will not be asked to purchase schoolbooks, workbooks or copybooks.

Selection of schoolbooks and workbooks

Primary schools and special schools will continue to have autonomy to choose schoolbooks, and workbooks that meet curricular requirements and, in the case of special schools and special classes, that meet the learning needs of the pupils.

A school's policy on the selection of schoolbooks should include consideration of the need for schoolbooks and/or workbooks, the criteria used in selecting schoolbooks and a commitment to keeping a schoolbook on the booklist for a specified period of time.

The school may use funding for digital media support which relates to teaching and learning within curricular requirements. Decisions regarding the use of digital technology, such as e-books, in schools is a matter for the board of management/ETB of each school. Schools are advised to consult with members of the school community including parents when planning for the introduction of digital technologies with cost and other implications being fully considered. You can access advice on the use of digital media at:

<http://www.pdst.ie/DistanceLearning/DigitalLibraries> and
<http://www.pdst.ie/distancelearning/othersources>

An Chomhairle um Oideachas Gaeltachta agus Gaelscolaíochta (COGG) compile a list annually which provides up-to-date information on publications and teaching materials that support the teaching of Irish and the teaching of other subjects through the medium of Irish in primary schools. This list can be accessed on www.cogg.ie. COGG also organises workshops and exhibitions from time to time to inform teachers about the material available for Gaeltacht and Irish-medium schools. This

information can be very valuable when decisions are being made on possible schoolbooks for individual subjects/class groups.

The timely provision of information is essential for the efficient administration of the scheme. To this end, class lists need to be made available to teachers as early as possible to enable them to quantify their book requirements/lists for the following year.

Organisation of schoolbooks and workbooks

The board of management/ETB and school management need to ensure that all practical tasks relating to the administration of the free schoolbook scheme are concluded in time for the beginning of the new school year. Some of the key tasks involved are outlined in **Appendix 2**.

Books can be stored in classrooms or any other area of the school as deemed suitable over the summer period. Schoolbooks used in rental schemes generally have a life span of 3 to 5 years.

Schoolbooks, workbooks, copybooks and where possible, related classroom resources should be distributed to pupils at the beginning of the school year. Name tags/barcodes (where used) are placed on each book in advance. Pupils and parents should be reminded of schoolbook care and maintenance throughout the year.

At the end of the school year books are collected and checked. Damaged books are repaired if possible. Books no longer in use can be sold (if possible) or recycled.

Ownership

All schoolbooks remain the property of the school and are on loan to pupils. Books can consist of both new and second-hand schoolbooks. Pupils should retain schoolbooks for one school year, at the end of which, they must be returned to the school.

Deposits, Lost and Damaged Books

Parents must not be charged any type of deposit to participate in the scheme.

Where schoolbooks and/or workbooks are lost or damaged beyond repair, parents must not be charged for replacements.

Reduce Waste

As far as possible, schools should make every effort to reduce wastage under the scheme. Schools are expected to adopt a cost-conscious approach to the selection of schoolbooks, workbooks, copybooks and related classroom resources.

It is recommended that a cover is placed on all books. Schoolbook shops and suppliers may provide a book-covering service at a cost or a school may decide to provide its own book-covering service or consider requesting parents to assist with this task.

Parents should be reminded that pupils are expected to mind their books and keep them in good condition during the year.

Procurement

The Department is aware that the majority of primary schools currently implement some form of book rental scheme. Therefore many schools have experience in purchasing books for their existing book rental scheme.

Schools have obligations to comply with the National Procurement Guidelines and the relevant legislation which governs public procurement in Ireland when sourcing goods and services.

The National Procurement Guidelines, developed by the Office of Government Procurement, promote best practice and consistency of application of the public procurement rules in relation to the purchase of goods and services. The guidelines are available at;- [gov.ie - Public procurement guidelines for goods and services \(www.gov.ie\)](http://www.gov.ie)

The Office of Government Procurement also aims to promote schemes to facilitate Small and Medium sized Enterprise (SME) participation in Public Procurement. [DPER Circular 10/2014](#) refers to initiatives to assist SMEs in Public Procurement and outlines the schemes which schools may consider as part of their procurement process.

Schools Procurement Unit

The Schools Procurement Unit (SPU) is the central support resource for providing guidance to all recognised primary schools, including special schools, and post-primary schools (except ETB schools) on any procurement-related issue. The SPU delivers free advice and practical support to schools to help them achieve improvements in their procurement processes, practices and outcomes. The Unit has produced Guidance for Schools on Good Procurement Practices which is available at;- [Guidance for Schools on Good Procurement Practices - SPU](#)

The Guidelines do not place any additional responsibilities upon schools that are not already in legislation. They offer guidance for schools on ways to satisfy their obligations to the National Procurement Guidelines and the legislation which governs public procurement in Ireland when sourcing goods and services.

Primary schools, including special schools under the patronage of Education and Training Boards (ETBs)

These schools are supported in their procurement activity by their local ETB.

Green Public Procurement

The public sector has a vital role to play in leading Ireland's transition to a sustainable and carbon-neutral economy and society. Public procurement is one of

the primary ways in which public bodies will help to shape this transition, and to meet the 2030 targets for reducing CO2e emissions and improving energy efficiency.

The Green Public Procurement Guidance for the Public Sector provides step-by-step instructions and criteria for implementing green public procurement (GPP), in line with Irish and EU policy and legislation. By 2023, all procurement using public funds will need to include green criteria.

The guidance is available at - [Green Public Procurement \(epa.ie\)](https://www.epa.ie/gpp)

Annual Book Lists

Annual book lists should continue to be compiled by primary schools and special schools arising from the decisions of classroom teachers and school management based on the requirements of the class. These should be maintained for audit purposes.

Schoolbook shops and schoolbook suppliers

. Annual book lists should be available for schoolbook publishers so as to aid the publishers in their yearly planning process and to ensure that any associated teacher resource materials and appropriate licences are provided to the school.

In the past many parents purchased schoolbooks directly from schoolbook shops and schoolbook suppliers over a number of months. Schoolbook shops, schoolbook suppliers and special educational needs' (SEN) suppliers will now engage directly with a number of schools in relation to the scheme. Such shops and suppliers may now be required to process large orders from a number of schools.

In order to ensure a smooth implementation of the new arrangements schools are requested to finalise their book lists and requirements for the 2023/24 school year as early as possible. Schools should follow public procurement guidelines, and place orders with schoolbook shops and suppliers in a timely manner to ensure that books and related classroom resources are provided in advance of the new school year.

The funding will be released to schools in April to facilitate timely payment to schoolbook shops and schoolbook suppliers as goods are delivered and checked by schools.

Irish Education Publishers Association Code of Practice

It should be noted that the main Irish educational publishers have agreed to apply a code of practice designed to help reduce the cost of schoolbooks for parents and schools. As part of this code, publishers have given commitments to maintain new editions of schoolbooks in print for a minimum of six years, to co-operate with individual schools in the development of textbook rental schemes and to have

improved engagement with school communities, parents, teachers and other stakeholders. **See Appendix 3**

Financial Management

Financial Administration

Proper financial management procedures need to be applied at all times to the funding provided to schools under the free schoolbooks scheme. The schoolbook funding is ring-fenced for schoolbooks, workbooks, copybooks and related classroom resources and transactions in relation to the scheme should be identified as such in the schools accounts.

If schools have surplus funding under the free schoolbooks scheme at the end of the 2023/24 school year such funding may be carried forward into the 2024/25 school year. It is important that schools consider their requirements to replace schoolbooks or purchase new schoolbooks in the following year when deciding how to use any surplus grant.

As with all exchequer grant aid, school authorities must be able to provide detailed records on how funding, provided under this scheme, was spent. All expenditure in connection with the scheme must be vouched and schools must be able to prove that expenditure was used on the purchase of materials allowed under the scheme. Invoices and receipts must be retained for the purposes of potential audit/inspection by the Department, the Financial Support Services Unit (FSSU) / Internal Audit Unit-ETBs as appropriate and/or the Comptroller and Auditor General. It is necessary for schools to retain, on school grounds, book lists, details of quotations received, invoices, receipts and any other relevant records in respect of all expenditure for a period of seven years. Schools, or ETBs if applicable, on request, must provide the Department with a written statement of the expenditure of the grant and any remaining balances and other relevant information.

If a school closes permanently, any balance held in the account must be surrendered to the Department on the date that the school ceases operation. Where a school closes permanently, due to an amalgamation, any balance held in the account shall transfer to the new school.

The Department reserves the right to recoup funding issued from other grant funding for non-compliance with any of the terms of this scheme. Schools must ensure compliance with [DPER Circular 13/2014](#), Management of and Accountability for Grants from Exchequer Funds.

Existing primary book grant scheme Circular 46/2013 and DEIS Pilot primary free book scheme

Any funds remaining in the existing book grant allocation for the 2022/23 school year should be carried forward to the 2023/24 school year. This includes any funds provided to the 102 schools participating in the DEIS free schoolbook pilot providing free schoolbooks for pupils since the 2020/21 school year.

It is important to point out that any unspent grant or book rental income remaining at the end of 2022/23 may only be utilised for the purpose of eliminating the cost of schoolbooks for parents. This grant will no longer be paid to recognised primary schools as it has been replaced by the Free Primary SchoolBook Grant.

Financial Support Services Unit

In accordance with Department [Circular 60/2017](#), the Financial Support Services Unit (FSSU) supports boards of management in the primary sector in complying with the provisions of the Education Act 1998 in terms of transparency, accountability, and financial responsibility for State and other funding. The FSSU also supports boards of management in meeting their compliance requirements to other regulatory and statutory bodies.

Schools may be subject to audit by the FSSU as part of its ongoing programme of work in supporting schools on financial governance matters and enabling them to comply with the provisions of the Education Act 1998.

Funding to ETB schools may be subject to audit by the Internal Audit Unit-ETBs.

Year 1 Evaluation

The Department proposes to carry out an evaluation of the scheme in a sample of primary schools and special schools in the first half of 2024. Schools selected for the evaluation are required to co-operate with the process. The evaluation will aim to, among other things:

- Review how effectively the scheme has operated during the school year
- Identify possible improvements to the operation of the scheme
- Assess the quality of service from the schoolbook provider(s)
- Review expenditure under the scheme
- Consider measures to improve efficiency for future years.

The views of school management, individual teachers, parents and children and young people are central to any evaluation of the scheme.

Review of these Guidelines

These guidelines may be reviewed from time to time as required. Any review will be notified to schools and Education Partners.

Queries

All queries on this guidance should be sent to freeprimaryschoolbooks@education.gov.ie

Appendix 1 - Draft communication to Parents/Guardians of pupils enrolled in recognised primary schools and special schools

Dear Parents/Guardians,

In recognition of the cost of preparing children and young people for the return to primary school each September Minister for Education Norma Foley T.D. has announced funding to provide free schoolbooks, including workbooks and copybooks, from September 2023. This scheme will eliminate the cost to parents of providing these resources.

Funding is being provided directly to primary schools and special schools by the Department to implement the scheme and schools will now have responsibility for providing schoolbooks, workbooks and copybooks to all children and young people at the start of the school year.

All schoolbooks will remain the property of the school so that books can be reused in future years. Schoolbooks will be provided on loan to children and young people for the duration of the 2023/24 school year and must be returned to school at the end of the school year.

Parents are requested to remind their children to take care of their books and keep them in good condition during the year. It is not permitted to write on textbooks.

There may be some related classroom resources that are not covered by the scheme. Additional details (if any) on what **items parents will need to supply for the return to school in September 2023** will be communicated to parents by the school in due course.

Yours sincerely

Chair of BOM

Appendix 2 - School Task List

- Compile booklist received from each individual class teacher and related classroom resources required for each class
- Establish, and list, the total number of schoolbooks, workbooks and copybooks that need to be purchased
- Establish budget breakdown
- Determine what related classroom resources will be covered by the grant
- Adhere to public procurement guidelines including seeking the required number of quotes from schoolbook shops and suppliers and adhering to advertising and tendering requirements where applicable
- Decide on a supplier for schoolbooks, workbooks, copybooks and any related classroom resources being provided and place order/s
- Liaise with shops and suppliers in relation to any issues
- Check all invoices against orders
- Check stock delivered against orders/invoices
- Arrange a suitable place to store stock
- Arrange for payment to issue to shops and suppliers in a timely manner
- Arrange for a cover to be placed on schoolbooks to help extend their lifespan
- Ensure that there is an adequate system in place to catalogue schoolbooks e.g. label/barcode/scanner system
- Sort books and related classroom resources by class grouping and within classes as appropriate
- Ensure all the necessary teaching resources/copyrights are provided by the relevant publishers
- Maintain financial records
- Communicate with parents
- Cooperate with the Department if selected to participate in the evaluation of the scheme
- As required during the year, order additional stock (both schoolbooks and related classroom resources)
- Organise for the return of schoolbooks from pupils at the end of each year

Appendix 3 - Irish Educational Publishers' Association (IEPA)

IEPA CODE OF PRACTICE - Revised May 2022

Members of the Irish Educational Publishers' Association subscribe to the following Code of Practice which is designed to help reduce the cost of schoolbooks and improve the education experience for parents and schools.

- Publishers will not revise any text within at least four years - unless there is a change in the curriculum, the state examination or methods of assessment, or there is recognised teacher-led demand to do so.
- When a revised edition of a textbook is produced, the old edition will be kept in print for a two-year period, unless annual sales fall below 500 copies. This means that a new edition of a textbook will be available for a minimum of six years.
- Members of the IEPA will co-operate with the Department of Education and Skills and the various charitable organisations in the development of initiatives to improve access to educational materials for disadvantaged children both in Ireland and overseas.
- Apart from the commitment to maintain editions in print for a minimum of six years, the publishers will co-operate with individual schools in their development of textbook rental schemes
- Member publishers will continue to engage actively with school communities, parents, teachers and government agencies to improve the education experience for students in Irish schools
- Adopted in October 2011 and revised in June 2015, this Code of Practice is supported by the following publishers: CJ Fallon, Educate.ie, Folens, Gill Education, An Gúm, Mentor Books, Prim-ed, The Educational Company and Veritas.

Useful Links

[Gov.ie - Public procurement guidelines for goods and services \(www.gov.ie\)](http://www.gov.ie)

[Guidance for Schools on Good Procurement Practices - SPU](#)

[Green Public Procurement \(epa.ie\)](http://epa.ie)

[COGG | An Chomhairle um Oideachas Gaeltachta agus Gaelscolaíochta](#)

[PDST.ie/DistanceLearning/DigitalLibraries](http://pdst.ie/DistanceLearning/DigitalLibraries)

[PDST.ie/distancelearning/othersources](http://pdst.ie/distancelearning/othersources)

[Irish Educational Publishers Association/code-of-practice](#)

[DPER Circular 10/2014 - SMEs in Public Procurement](#)

[DPER Circular 13/2014 - Management of Grants from Exchequer Funds](#)

[DE Circular 0060/2017 - Roll Out and Operation of the Financial Support Services Unit at Primary Level](#)

[Primary - FSSU](#)

<https://www.gov.ie/en/publication/9aeb8-book-grants-2022/>