



# Secondary Textbook Loan Scheme

---

Student and Parent Information Guide

## Background

Our vision at Covenant Christian School is to faithfully serve in God's plan to restore all things under the Lordship of Jesus Christ. We assist parents in the nurture of their children, by providing a Christ-centred, biblically grounded, culturally engaging and academically rigorous education to equip the children to live for God's glory. The use of current and comprehensive textbooks, novels and workbooks has always been an essential part of this education. Until 2016 parents were expected to purchase all required textbooks for their children. This significant financial outlay for the cost of textbooks was in addition to the payment of school fees.

As an alternative to parents purchasing textbooks, Covenant Christian School has established the Secondary Textbook Loan Scheme. All textbooks from Year 7-12 will be loaned to students on a yearly basis at no additional cost to parents. All required textbooks will be loaned to each student at the beginning of the school ensuring that all students have quality, appropriate and up to date resources for their course of study. The Secondary Textbook Loan Scheme enables all students to have their required books at the start of the school year, and provides flexibility for students to change subjects or move to a different area or level of study without placing an added financial burden on parents/guardians.

## Responsibilities

The cost of providing current and quality textbooks for loan is a considerable and ongoing financial investment for the school. The school anticipates that most textbooks will be used for three consecutive years. This timeframe is subject to a number of factors including, but not limited to, acceptable use, reasonable care, and newly available editions. As all textbooks remain the property of Covenant Christian School, it is expected that all loaned textbooks will be used acceptably and cared for reasonably. Textbooks that are lost, defaced, or damaged will need to be replaced at cost to parents. The replacement cost will be based on the purchase price of a new textbook. This is regardless of whether the loaned text was new or used. Failure to pay for lost or damaged textbooks may compromise the provision of textbooks in the following year.

### **The School is responsible for:**

1. Providing a copy of the *explanation of the Secondary Textbook Loan Scheme* for each student at the start of their Secondary Schooling at Covenant Christian School;
2. Providing each student with their required textbooks at the start of the school year;
3. Ensuring that all textbooks loaned are current and of good quality;
4. Providing ICT assistance for students to upload a digital version of their texts to their personal device;
5. Providing a replacement copy of a lost textbook to students once appropriate paperwork has been submitted;
6. Receiving all loaned textbooks at the end of the school year;
7. Following up unreturned and damaged texts.

### **Students/Parents are responsible for:**

1. Collecting their required textbooks at the start of the school year;
2. Informing the library immediately (in Week 1) if you did not receive a required textbook;
3. Covering all textbooks in clear contact if not already covered;
4. Writing their full name on the inside cover of each of their textbooks;
5. Ensuring they take reasonable care of their textbooks. This includes, but is not limited to, ensuring book spines, covers and pages remain clean and undamaged;
6. Ensuring they reasonably use their textbooks. This includes, but is not limited to, only using pencil in texts and not writing in a way that obscures the text or images;
7. Returning all loaned textbooks at the end of the school year by the specified date;
8. Obtaining and completing the appropriate form if a textbook is lost so a replacement copy can be obtained and fees can be charged;
9. Paying the replacement cost of any text that is damaged or defaced.

# Textbook Collection and Return

## Distribution of Textbooks

All students will collect their textbooks during the first few weeks of term as directed by their classroom teachers. All textbooks should be securely stored in a locker or a backpack.

## Year 7 – Return of Textbooks

Students in Year 7 must return all their textbooks to the Secondary Textbook Room during Week 8 of Term 4. Any textbooks that are unreturned by Friday of week 8 will be presumed lost and will be automatically replaced at cost to parents. Returned books deemed to be damaged in excess of fair wear and tear will also be replaced at cost to parents.

## FAQs

### Do parents need to purchase textbooks?

All textbooks are provided to Secondary students by the School on a loan basis.

### Will the textbooks be new or second hand copies?

There will be a mixture of both, however all texts distributed will be in good condition.

### Who do the textbooks belong to?

All textbooks belong to Covenant Christian School, but are provided to all Secondary students on a loan basis. Once textbooks are loaned, the student becomes responsible for the reasonable care and acceptable use of their textbooks.

### What is considered 'reasonable care' and 'acceptable use' of textbooks?

Subjective standards make it very difficult to clearly answer this question. Fair wear and tear is to be expected; however dirt, mould, stains, torn pages and covers, damaged book spines, water damage, defacement of images and written text, or crumpled book edges would constitute unreasonable care and unacceptable use. In cases where unreasonable care and/or unacceptable use exist, textbooks will need to be replaced at cost to parents.

### Can parents provide personal copies of textbooks for their child?

Yes. New and used textbooks can be purchased at the parent's expense providing the correct textbooks are supplied by the start of Term 1. Students are responsible for personal textbooks.

### What happens if a loaned textbook is lost?

Students should conduct a thorough search for their lost textbook, including at home, in lost property, and in the Secondary Library. If the textbook is not found, students should go to the Secondary Library and complete a Lost Textbook Notification Form. This form will be scanned and a copy sent home informing parents of the replacement cost which will be added to school fees. If a lost and paid for textbook is later found and returned in good condition, the family's school fee account can be credited with the paid amount.

### What happens if a loaned textbook is damaged or defaced?

If a textbook has been defaced, damaged, soiled or water damaged, it will need to be replaced at cost to parents. Parents will be notified by email and the replacement cost will be added to school fees.

### Can students write in their textbooks?

Each teacher will advise students in regard to acceptable use of textbooks as the guidelines may vary across different faculties. As a general rule, students are permitted to write only in pencil, and not in any way that obscures any of the printed images or text.

**Will the loaned texts be available in digital formats?**

Some textbooks will be downloadable onto technology devices, however not all. Not all publishing houses provide textbooks with downloadable content. Textbooks with downloadable content will be available to the student for the course of their study. ICT services will provide assistance to those students having difficulty with accessing the digital resources.

**Some textbooks are required for two years of coursework. Should textbooks be returned or kept at home for the following year?**

Textbooks may be kept at home for use in the following year providing they are brought to school for use on the first day of the school year.