



An Roinn Oideachais  
Department of Education

# Schoolbooks Grant

## Guidance for Primary and Special Schools 2025/26

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## Document control

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## Foreword from Minister for Education Helen McEntee TD

I am very pleased as the newly appointed Minister for Education to implement year 3 of the Free Schoolbooks Scheme that supports all pupils in recognised primary and special schools.

I want to thank and express my sincere appreciation to all school leaders, school staff and boards of management for implementing the Free Schoolbooks Scheme for all pupils in recognised primary and special schools this past year. All children and young people in primary and special schools were provided with schoolbooks for the 2024/25 school year and the scheme has reduced back-to-school costs for many families.

Education is at the heart of all of our ambitions as a country. Excellent and innovative education and training are essential to delivering a fair society and a strong economy. 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 benefits children and young people, across every county in Ireland.

By providing children and young people with schoolbooks, we are enhancing their educational experience, not just in the classroom but at home and as they prepare for life after school. The Primary Schoolbooks Scheme will ensure that pupils are provided with schoolbooks, workbooks and copybooks. It will ensure the financial burden, experienced by many families at back-to-school time, is reduced.

This brings to some over 545,000 the total number of primary pupils benefitting from free schoolbooks across Ireland.

This revised guidance has been developed to assist primary and special schools to implement the scheme in advance of the 2025/26 school year. It was written with the assistance of the education partners and input from other key stakeholders, including schoolbook publishers and schoolbook suppliers. Again, I would like to express my appreciation to all partners for their work on the guidance.

The Programme for Government contains a commitment to *provide free schoolbooks to all children in the free education system and introduce changes as needed to the operation of this scheme*. I look forward to working with schools and other stakeholders in this regard.

Helen McEntee TD

Minister for Education (April 2025)



# 1. Introduction

This guidance is designed to support primary and special school leaders in administering the Primary Schoolbooks Scheme. It should help to answer any questions about the scheme and support school planning for the 2025/26 school year and the overall implementation of the scheme.

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 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. The Primary Schoolbooks Scheme was first introduced for the 2023/24 school year and is designed to remove the cost from families of funding schoolbooks for children and young people in primary and special schools.

Parents/Guardians 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, related classroom resources may also be provided by schools under the scheme. Schools will communicate with parents/guardians in relation to the scope of the scheme in their school each year.

As the scheme is now implemented in every recognised primary and special school it is expected that schools have used the funding provided to purchase stocks of schoolbooks and other resources (such as calculators) which are now available for re-use in the 2025/26 and in future school years. The funding allocated to the scheme in the 2025/26 school year takes account of this and is calculated to build on existing stocks and provide sufficient funding for additional schoolbooks, workbooks and copybooks.

The key principles of the scheme are:

- Schoolbooks, workbooks and copybooks will be chosen to support the implementation of the teaching and learning in the school and the provision of an appropriate, modern and stimulating 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.
- While schoolbooks remain the property of the school, children and young people should be allowed to bring schoolbooks home in order to complete homework or to allow parents/guardians stay connected with their child's learning in school.
- No costs for schoolbooks, workbooks or copybooks will be sought from parents/guardians.

## 2. Benefits for parents/guardians

The main benefit for parents/guardians is that the cost of schoolbooks, workbooks and copybooks is now removed from parents and will be borne by the State. Parents/Guardians 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 Primary Schoolbooks Scheme will provide schoolbooks, workbooks and copybooks to all children and young people enrolled in primary and special schools in the Free Education Scheme. All schoolbooks purchased by schools under the scheme will remain the property of the school and will be provided on loan to pupils for the school year.

The scheme will ensure equity of access, where all children and young people enrolled in primary and special schools in the Free Education Scheme can commence the new school year in 2025/26 with the same schoolbooks and core classroom resources as other children and young people in their class. The Department has produced an information leaflet for parents/guardians which is published at [www.gov.ie/schoolbookschemes](http://www.gov.ie/schoolbookschemes) and has been emailed to all primary schools.

Schools must circulate this information leaflet to all families with children entering or currently enrolled in the school.

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### 3. 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 schoolbooks and resources that best meet the needs of their children and young people.

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 additional classroom resources (see section 4.3 on additional classroom resources).

Primary schools and special schools that previously operated book rental schemes will no longer need to collect book rental charges from parents/guardians of pupils enrolled in their school.

Schools may be able to achieve cost savings by purchasing in bulk and by re-using schoolbooks in future years. Schools are also permitted to purchase second-hand schoolbooks where possible.

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

While schools own the classroom resources provided under the scheme, it is acknowledged that some of the resources cannot be reused by other pupils in subsequent years. Some classroom resources, such as dictionaries, may remain with the pupil for the duration of their primary education. Schools must collect schoolbooks from pupils so that they will be available for re-use in subsequent years as appropriate. This means that primary schools will not usually need to buy a complete new set of schoolbooks for each school year (see Section 7.7 on the IEPA Code of Practice).



## 4. Scope of the scheme

### 4.1 Use of grant by schools

Schools are permitted discretion in how the schoolbook grant funding is used to achieve its core aim. This discretion is based on the understanding that the grant removes the overall cost for parents/guardians of schoolbooks, workbooks, copybooks and, where possible, additional classroom resources.

It is essential that timely information is made available to teachers for the efficient administration of the scheme. In this regard, class lists need to be made available to teachers as early as possible to enable them to quantify their book requirements/lists for the next school year.

For the 2025/26 school year the grant funding is set at a per capita rate per pupil as indicated below.

Programme	Per capita rate 2025/26 (€)
Primary	€80

The total funding provided to a school will be calculated based on validated enrolments at 30 September 2024 (developing schools see Section 5.4 and for exceptional circumstances see Section 5.5).

This funding provides for the cost of all schoolbooks, workbooks and copybooks as outlined in this guidance.

The Primary Schoolbook Scheme does not include any costs associated with extra-curricular lessons including swimming.

### 4.2 Schoolbooks, workbooks and copybooks

The scheme will provide schoolbooks, workbooks and copybooks for all children and young people enrolled in recognised primary schools and special schools in the Free Education Scheme. The cost of schoolbooks, workbooks and copybooks for parents/guardians of children and young people enrolled in these schools will now be borne by the State.

Thereafter the grant should be used to reduce costs of additional classroom resources which can include stationery items such as pens, pencils and erasers.

Any surplus grant can be used to purchase shared books, audiobooks and other material to increase the literacy (in English, Irish or other languages) and numeracy resources in a school. Alternatively, the surplus grant can be carried forward to the next school year. Schools should consider the need to replace or purchase large quantities of new schoolbooks in the following year when deciding how to use any surplus grant in the current year.

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

### 4.3 Additional Classroom Resources

Classroom resources other than books, workbooks and copybooks are not mandatory under the scheme and therefore schools are not obliged to purchase them from schoolbooks grant funding. However, where schools have grant funding remaining after all books, workbooks and copybooks are provided they may choose to provide additional classroom resources as outlined below.

The Department does not propose to provide a prescriptive list of all items to be included by schools under 'additional 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, calculators and Atlas'.

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

Additional classroom resources does not include any items currently provided in primary and special schools through existing funding streams, either from the Department of Education or from other Departments and agencies (e.g. ICT grant, Assistive Technology Grant). When deciding what items to purchase under additional classroom resources and where surplus funding permits, schools are requested to consider providing items across a range of different subjects.

If, in Year 3 and subsequent years of the scheme, schools are unable to cover the cost of all additional classroom resources from within the grant funding, they must communicate with parents/guardians and inform them of the additional classroom

resources which are not covered under the scheme. A draft communication to parents/guardians is available at **Appendix 1**. It is important that all schools communicate with parents to ensure that parents have clear information as to what is provided from the scheme funding and what might be expected from them.

## **4.4 Shared books, audiobooks and other material to increase the literacy and numeracy resources in schools**

The Department acknowledges that a library of books, audiobooks 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 additional classroom resources costs have been met for the school year. It is a school's priority to ensure that costs for these items are, in so far as possible, reduced for families. Where surplus grant remains, a school has the discretion to purchase such literacy and numeracy resources for the school's use.

Schools should consider the need to replace or purchase large quantities of new schoolbooks in the following year when deciding how to use any surplus grant in the current school year.

Schools are assured that funding will issue to schools each year to maintain this scheme and will be at a level deemed sufficient to provide, at minimum, the necessary schoolbooks, workbooks and copybooks.

## **4.5 Special schools and special classes in mainstream primary schools**

### **4.5.1 Primary Schoolbook Scheme**

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 or may require a broader range of schoolbooks and resources, including audiobooks alongside text versions of schoolbooks, to meet their educational needs. This can also apply to children and young people with additional learning needs in mainstream classes.

The main aim of the Primary Schoolbooks Scheme is to ensure the costs of providing schoolbooks, workbooks and copybooks are borne by the State. When this has been realised by special schools and for special classes in mainstream primary schools, any surplus grant 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.

#### **4.5.2 Children and young people enrolled in post-primary programmes in special schools**

Special schools that have children and young people enrolled in post-primary programmes will receive the per capita rate allocated to post-primary schools in respect of each student enrolled in post-primary programmes. Details of the funding for the 2025/26 school year is set out in the guidance for the Post-Primary Schoolbooks Scheme which is published at: [www.gov.ie/schoolbookschemes](http://www.gov.ie/schoolbookschemes).

The Department recognises that in some circumstances students enrolled in post-primary programmes in special schools may not use schoolbooks or classroom resources as set out in the guidance. Special schools are best placed to identify additional classroom resources required for their individual setting and to meet the learning needs of their students. A broader range of schoolbooks and classroom resources may be required in these settings to meet the educational needs of the students, including the need to provide an audio version of a schoolbook alongside the text version of the book or resource to allow students to access a more individualised curriculum. This can also apply to children and young people with additional learning needs in mainstream classes.

The main aim of the Primary Schoolbooks Scheme is to ensure the costs of providing schoolbooks, workbooks and copybooks are borne by the State. When this has been realised for students in post-primary programmes in special schools, any surplus book grant funding may be used to provide additional classroom resources as detailed in the guidance for the Post-Primary Schoolbooks Scheme.

## 4.6 Surplus funding

After the costs of schoolbooks, workbooks and copybooks, as set out in this guidance, have been met for all pupils, the following options are open to the school to deal with any remaining grant funding.

The funding can be:

- carried forward to the next school year;
- where primary schools have recently introduced a book rental scheme and obtained a loan to meet the start-up costs, surplus funding from the Primary Schoolbooks Scheme may be used to meet the loan costs;
- used to purchase additional classroom resources subject to the following three criteria. 1) the resource must be used for the purpose of the delivery of the relevant curricula, 2) the resource must not be allowable under other funding streams 3) the cost of the resource would previously or ordinarily have been provided by parents/guardians.

Funding under this scheme cannot be used for purposes other than those outlined in this guidance.

Schools should consider the need to provide, replace or purchase new and/or additional schoolbooks in the 2025/26 school year and in subsequent school years when deciding how to use any surplus funding. This may arise where a school wishes to change or offer an additional subject or replace full sets of schoolbooks in certain subjects.

## 5. Funding Arrangements

### 5.1 Allocation to schools

The per capita funding to be provided for 2025/26 is as follows;

Rate per capita €80 (all primary schools and special schools) in respect of pupils enrolled in primary programmes.

Rate per capita in respect of students enrolled in post-primary programmes (special schools only)

Programme	Per capita rate 2025/26 (€)
Junior Cycle	€309
Transition Year	€142
Senior Cycle (including LCA1/2)	€295

Please note that the above rates are applicable to the 2025/26 school year only.

**Special schools must ensure that the breakdown of enrolments across primary and post-primary programmes is accurately recorded on both the POD and PPOD databases before grant funding issues each year. Grant funding can only issue based on enrolment data on record. No adjustments will be made once payments have issued to special schools.**

### 5.2 Payment of grant

It is envisaged that the book grant for the Primary Schoolbooks Scheme will be paid to schools before the end of April 2025 so that schools will have the necessary funding in place to implement the scheme in advance of the commencement of the 2025/26 school year.

The grant will be calculated based on validated September 2024 enrolment figures.

### Worked example of funding provided under the Primary Schoolbooks Scheme 2025/26

On 30 September 2024 School A has 240 pupils enrolled.

The total grant that will be paid to this school in spring 2025 for the 2025/26 school year in respect of these 240 students is €19,200.

A full breakdown of how the scheme is applied over the full duration of a primary pupil's attendance in a primary school **see Appendix 5**.

#### 5.2.1 Additional enrolments

Please note that for year 3, and subsequent years, of this scheme, **schools will be expected to absorb the cost of additional enrolments which occur within the normal course of fluctuations which take place throughout any given year in all schools**. Schools will not receive additional funding for any increase to enrolments which might be considered in the normal operation of the school in the same way that schools that experience a decrease in enrolments since the previous September will not be asked to refund any excess grant funding where they experience a decrease in enrolments in a given year (with the exception of Developing Schools: see Developing Schools section of this guidance). Funding will, as outlined above, balance out to match enrolments year on year. See **Appendix 5** for a worked example of how the grant funding is calculated.

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

Book grants will issue directly to the relevant ETB, which will distribute the funding to those schools under its remit through its established funding administration processes.

## 5.4 Developing schools

The Department recognises a specific number of schools as developing schools. For the purposes of the Primary Schoolbooks Scheme for 2025/26 a developing school is a school that:

1. has newly opened since September 2018, and;
2. that has significantly increased their enrolment size each year.

The Department of Education maintains a list of developing schools for the purpose of this grant and will be in contact with relevant schools. An initial payment of the book grant will be made to all primary schools that have developing school status in April 2025, at the same time as all other schools receive payment of the grant, and this will be calculated based on September 2024 validated enrolment data.

When developing schools have provided the Department with projected September 2025 enrolment data, and where this enrolment projection shows an increase from the validated enrolment of September 2024, a “top up” book grant payment will issue. Where the validated September 2025 enrolments are less than the projected September 2025 enrolments, developing schools will be required to return the excess schoolbook grant to the Department. Schools in this situation should email [primaryschoolbooks@education.gov.ie](mailto:primaryschoolbooks@education.gov.ie) for instructions and bank details for making the repayment.

### Worked example of additional funding provided to developing schools under Primary Schoolbooks Scheme 2025/26

A school with developing school status has 150 pupils enrolled on 30 September 2024. The book grant will issue in April 2025 in respect of 150 pupils. The school projects September 2025 enrolments of 180 pupils. A top-up book grant will issue in respect of 30 pupils.



## 5.5 Exceptional circumstances

Like many grants, the payment structure for this grant is such that funding is paid to schools in advance of the coming school year (2025/26) and is therefore based on the previous September's validated enrolment figures, from September 2024.

Any increase or decrease in enrolment figures since the previous year will be captured in the next year's grant funding. It is important to be assured that, on this basis, funding is provided for each pupil for the full duration of their enrolment in the school.

While pupils who enrol in junior infants in the 2025/26 school year are not captured for Primary Schoolbooks Scheme in 2025/26 (as it is based on validated enrolment on 30 September 2024) they are counted for the grant for the 2033/34 school year. This is when they will have completed primary school and will most likely be in first year in a post-primary school.

Schools will be expected, for the main part, to absorb the cost of additional enrolments that occur within the normal course of fluctuations which take place throughout any given year in all schools. Schools will not receive additional funding for any increase to enrolments which might be considered in the normal operation of the school. Schools that experience a decrease in enrolments since the previous September will not be asked to refund any excess grant funding (with the exception of developing schools: see section 5.4). Funding will, as outlined above, balance and will be accounted for year on year.

In certain and limited circumstances, however, where a school enrolls a large number of new pupils after 30 September 2025 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. As a general rule, an additional payment will only be made by the Department in situations where the number of new pupils enrolled after 30 September is equal to or greater than 10% of the 30 September enrolment figure or greater than 15 pupils, and where the school has insufficient Schoolbooks Scheme funding to meet the additional costs.

Schools that wish to apply for additional funding under "exceptional circumstances" should email [primaryschoolbooks@education.gov.ie](mailto:primaryschoolbooks@education.gov.ie) setting out the detail of the additional enrolments.

Such applications will be considered on a case-by-case basis.

## 5.6 Administration support grant

In recognition of the work associated with implementing this scheme the Department of Education has, put in place a grant payment, for schools, for administrative support.

The ongoing requirement for this grant in years after the 2025/26 school year will be kept under review. Any change to the Administration Support Grant after 2025/26 will be communicated to all primary and special schools and will be published in the scheme guidance.

This grant can be used to employ a person/s to work for a specified number of days to carry out administrative work on the scheme. The daily rate sanctioned by the Department for this work is €167.54 for 2025 which includes holiday pay. The Department will provide an additional 11.15% to cover the employer PRSI cost. The payment must be processed by the school as it would the payment of any person carrying out work for, or in, the school.

Although the rate is based on a daily rate, schools have the autonomy to use the equivalent hours over the course 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 schoolbooks and classroom resources for individual classes/pupils, liaising with schoolbook shops and suppliers and classroom teachers.

**Appendix 2** contains a list of some of the key tasks involved in the implementation of the scheme at school level. This is not an exhaustive list and will differ from school to school.

The person/s paid for this work 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.

Where a school does not require this grant for the payment of a person/s they may use it for other administrative purposes related to the scheme such as cost of covering of schoolbooks, purchasing of labelling or tracking items or for unforeseen costs such as schoolbooks or classrooms resources for newly enrolled pupils during the year.

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

Size of School (enrolment September 2024)	No of Days
0-100	3
101-300	4
301-599	6
>600	7

The ongoing requirement for administrative support will be kept under review after each year of the scheme.

For developing schools, the Administration Support Grant will be calculated based on projected enrolment figures for the September of the school year to which the grant refers.

The Administration Support Grant will be paid separately to the schoolbook grant and will issue to primary schools before the end of June each year.

A school can opt out of receipt of this grant payment by emailing [primaryschoolbooks@education.gov.ie](mailto:primaryschoolbooks@education.gov.ie) before 31 May each year.

## 6. Administration of the scheme

### 6.1 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 an appropriate, modern and stimulating 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.
- While schoolbooks remain the property of the school, children and young people should be allowed to bring schoolbooks home in order to complete homework or to allow parents/guardians stay connected with their child's learning in school.
- No costs for schoolbooks, workbooks or copybooks will be sought from parents/guardians.
- Parents/Guardians will not be asked to purchase schoolbooks, workbooks or copybooks.

### 6.2 Selection of schoolbooks and workbooks

Primary schools and special schools will continue to have autonomy to choose schoolbooks and related classroom resources that meet curricular requirements. In the case of special classes in primary schools, they have autonomy to choose resources that meet the learning needs of the pupils.

A school's policy on the selection of schoolbooks should include the careful 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.

Schools are reminded of the importance of recycling and sustainability and are asked to consider this in their selection of workbooks, which are generally not reusable.

## 6.3 Digital

Schools may use the funding for digital media support, which relates to teaching and learning within curricular requirements. Decisions regarding the use of digital technology, such as eBooks/etextbooks, 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/guardians, when planning for the introduction of digital technologies, with cost and other implications being fully considered.

You can access digital resources and advice on the use of digital media and related professional learning at; <https://www.scoilnet.ie/go-to-primary/>, [www.oide.ie](http://www.oide.ie) and [www.webwise.ie](http://www.webwise.ie).

## 6.4 Resources that support the teaching of Irish

An Chomhairle um Oideachas Gaeltachta agus Gaelscolaíochta (COGG), in collaboration with various educational publishers provides Irish-language versions of many textbooks (hard copies and digital versions).

In addition, COGG compiles a comprehensive 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.

COGG's An Tairseach (or *online resource portal*) has been developed using digital resources from practicing teachers and will feature newly-developed resources on an ongoing basis. Users can create an account and gain access to 1,600 resources across many subjects by logging on to .

COGG also regularly organises information webinars, workshops and exhibitions 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.

More information on the above can be found at: [www.cogg.ie](http://www.cogg.ie).

## 6.5 Early Planning

It can take time for orders to be fulfilled and delivered to schools. It is important that class teachers decide as early as possible what schoolbooks, workbooks, copybooks and additional resources are required by their pupils to allow sufficient time for ordering and delivery. The board of management/ETB and school management need to ensure that all practical tasks relating to the administration of the Primary Schoolbooks Scheme are concluded in time for the beginning of the new school year. Some of these key tasks involved are outlined in **Appendix 2**.

Schoolbooks, workbooks, copybooks and classroom resources can be stored in classrooms, or any other area of the school as deemed suitable over the summer period.

## 6.6 Ownership

**All schoolbooks remain the property of the school and are provided on loan to pupils.** Pupils should retain schoolbooks for one school year, at the end of which, they must be returned to the school.

Schools can devise a system for monitoring items such as name tags/barcodes (where used) which are placed on each book in advance. Pupils and parents/guardians should be reminded of the need to take care of schoolbooks and resources throughout the year. Schools should not prioritise the barcoding or labelling of items over providing all pupils with schoolbooks, workbooks and copybooks.

**While schoolbooks remain the property of the school, pupils should be allowed to bring schoolbooks home in order to complete homework. This also allows parents/guardians to stay connected with their child's learning in school.**

Where a child leaves the school during the school year the schoolbooks must be returned to the school.

## 6.7 Deposits, lost and damaged books

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

Schools may introduce a schoolbooks scheme policy. The schools' policy on care for, and loss or damage of schoolbooks must be developed in consultation with parents and pupils.

Schoolbooks are owned by the school. It is important to ensure that pupils and their families are reminded of their crucial role in ensuring the sustainability of the scheme - parents should realise that it is required that books are returned, in good condition, to the school in accordance with the school policy, at the end of the year.

## 6.8 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 and an environment-conscious approach to the selection of schoolbooks, workbooks, copybooks and related classroom resources.

There are many ways in which schools can achieve this. When purchasing classroom resources, schools should consider what resources pupils already have in their possession.

Schools continue to have the autonomy under this scheme when selecting textbooks, and or resources to deliver the various subjects in the curriculum. Schools should consider the lifespan of books and other resources giving particular consideration to the reduction of single use books such as workbooks.

It is strongly recommended that a cover is placed on all schoolbooks. 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/guardians to assist with this task. Schools must ensure that the cost of the minimum items required for all pupils is budgeted for before allocating grant funding to the cost of covering, barcoding or labelling schoolbooks. Parents should take responsibility for ensuring schoolbooks have a durable cover throughout the term of use by the pupil.

Parents/Guardians should be reminded that schoolbooks are the property of the school and pupils are expected to take good care of their schoolbooks and keep them in good condition during the year. This may be included as part of the Code of Behaviour.

## 6.9 Communication with parents/guardians

Primary and special schools are required to communicate as early as possible each year with parents/guardians in relation to the Primary Schoolbooks Scheme. This is to ensure all parents/guardians are fully aware of the scheme and parents/guardians do not incur any unnecessary expenditure before the start of the 2025/26 school year.

The communication with parents/guardians **should only reference the Primary Schoolbooks Scheme**. To avoid any confusion, the communication should not include reference to any other fees or charges levied on parents/guardians by the school, for example, fees for school trips or school activities. Where they exist, other fees and charges should be covered in a separate communication from schools to parents/guardians.

Parents/Guardians must be informed of the additional classroom resources that they are required to purchase and that are not provided under the scheme

Schools should either provide parents/guardians with a list of the specific items that they are required to purchase or provide them with information of the fee that the school will charge and a list of items that the school will provide for this fee. A draft communication to parents/guardians is available at **Appendix 1**.

Parents/guardians must also be informed of the arrangements in place for the distribution of schoolbooks, workbooks and copybooks to pupils.



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## 7. Procurement

Schools have obligations that stem from both EU and national public procurement rules when sourcing goods and services.

Schools have access to the Public Procurement Guidelines for Goods and Services published by the Office of Government Procurement (OGP). These Guidelines promote good practice and consistency of application of the public procurement rules in relation to the purchase of goods and services. The guidelines are available at <https://www.gov.ie/en/publication/c23f5-public-procurement-guidelines-for-goods-and-services/>.

The Office of Government Procurement also aims to promote schemes to facilitate Small and Medium sized Enterprise (SME) participation in Public Procurement. DPER Circular 05/2023 refers to initiatives to assist SMEs in Public Procurement and outlines the schemes which schools may consider as part of their procurement process. It can be accessed here <https://www.gov.ie/en/circular/9e7bf-circular-05-2023-initiatives-to-assist-smes-in-public-procurement/>.

Schools can use the Office of Government Procurement Office Supplies Framework for stationery requirements (<https://buyerzone.gov.ie/> or contact the helpdesk at [support@ogp.gov.ie](mailto:support@ogp.gov.ie)). Some items which may be required by schools under this scheme are listed on the framework and schools are encouraged to engage the services of the Office Supplies Framework which aims to achieve value for money on the items included on the framework.

Further information together with assistance on accessing the OGP Office Supplies Framework as well as a summary of procurement thresholds is set out at **Appendix 3**.

Additional information and supports have been produced to assist schools in determining their own procurement obligations and requirements. These are available on <https://www.spu.ie/>.

### 7.1 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; <https://www.spu.ie/schoolbooks-scheme/>.

The SPU has a dedicated webpage containing procurement support for the Schoolbooks Scheme, see <https://www.spu.ie/schoolbooks-scheme/>.

## **7.2 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.

## **7.3 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 CO2 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. All tenders using public funds must include green public procurement (GPP).

Updated 2024 guidance is available at; <https://www.epa.ie/publications/circular-economy/resources/epa-gpp-guidance-for-the-public-sector-2024.php>.

A green criteria search tool developed by the OGP and Environmental Protection Agency (EPA) is also available which allows users to search for specific green criteria in relation to a particular item which they are buying. One of the main subcategories that schools review is the "Paper products and printing services" green criteria. The tool can be accessed here: <https://gppcriteria.gov.ie/>.

## 7.4 Annual booklists

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

Annual booklists should continue to be made available to schoolbook publishers. This is to aid publishers in their yearly planning process including estimating demand for certain publications and printing sufficient stock. This will also ensure that any associated teacher resource materials and appropriate licences are provided by publishers to the school.

Schools should note that schoolbook publishers will require proof of purchase in order to provide teacher resources that accompany schoolbooks. Any cost associated with acquiring a teacher resource, where a school does not need to purchase the accompanying schoolbook, is a matter for schoolbook publishers. Schools will need to consider this and clarify with respective suppliers when budgeting and ordering each year. Schools should continue to review their schoolbook requirements on an annual basis to maximise longevity and sustainability and reduce wastage by ensuring that schoolbooks and resources are not ordered each year unless they are required.

## 7.5 Template for quotations where total contract is under €50,000 (exclusive of VAT)

**IMPORTANT NOTE:** Contracts under €50,000 (exclusive of VAT) may be awarded on the basis of written quotations from three suppliers.

Where the total value of a contract is less than €50,000 (ex VAT), the use of a standard template by schools will assist to streamline the process whereby schools obtain three quotations. The template is available at the following link:

<https://www.spu.ie/schoolbooks-scheme/>. While schools are not obliged to use this template, it is considered beneficial to both schools and suppliers to increase efficiency in the procurement process where the total value of the contract is less than €50,000 (ex VAT).

## 7.6 Irish Education Publishers Association (IEPA) code of practice

The main Irish educational publishers have agreed to apply a code of practice designed to help reduce the cost of schoolbooks for parents/guardians 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 schoolbook schemes and to have improved engagement with school communities, parents/guardians, teachers, and other stakeholders. **See Appendix 4.**

## 7.7 Irish Copyright Licensing Agency

In Ireland, books, magazines, journals, digital publications and websites are protected by Irish copyright law, and that law applies to everyone. Therefore, when a teacher wants to provide copies of content from a website or a book or magazine for their pupils, they need permission to do so.

It is mandatory for any educational establishment wishing to make multiple copies of a variety of copyright-protected works to have a licence. Therefore, when a teacher wants to provide copies of content from a website or a book or magazine for their students, they need permission to do so. As of September 2022, the Department of Education holds a central Educational Licence on behalf of all primary and post-primary schools recognised in the Free Education Scheme. This allows schools to re-use content in lessons without having to clear permissions to do so.

Further detail of what schools are permitted to use under the schools license is provided at the following link <https://www.icla.ie/licences/primary-and-post-primary-schools-licences>.

## 7.8 Schoolbook shops and schoolbook suppliers

Schoolbook suppliers and suppliers of classroom resources now engage directly with a number of schools in relation to the scheme and may be required to process large orders from a number of schools.

In order to ensure a smooth implementation of the scheme, schools are requested to continue to finalise their booklists, tender requests and other requirements for the 2025/26 school year as early as possible to ensure that schoolbooks, workbooks and

copybooks are available, delivered to schools and provided to pupils in advance of the new school year.

Schools must follow public procurement guidelines (**see Appendix 3**).

It is planned that funding will be issued in April 2025 to facilitate prompt payment to schoolbook suppliers. Schoolbook suppliers may charge a deposit to schools. This is at the discretion of the bookshop/supplier and should form part of any contract agreement between a school and a supplier.

It is accepted that there are certain circumstances where some schools may need to place orders after the start of the new school year, for example, where there is a requirement to purchase additional books or resources.

Schools are encouraged to pay suppliers for all items purchased under this scheme as early as possible following delivery and checking of the items.

## 8. Financial management

### 8.1 Financial administration

Proper financial management procedures must be applied at all times to the funding provided to schools under the Primary Schoolbooks Scheme. The schoolbook funding is ring-fenced for schoolbooks, workbooks, copybooks and additional classroom resources. Transactions in relation to the scheme should be identified as such in the schools' accounts as with standard financial management procedures (see FSSU website for guidance).

If schools have surplus funding under the Primary Schoolbooks Scheme at the end of the 2025/26 school year such funding may be carried forward into the 2026/27 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, booklists, and details of quotations received, invoices, receipts and any other relevant records in respect of all expenditure for a period of seven years.

Schools will be provided with an income and expenditure report for completion to enable outputs from the scheme to be determined. This will issue to schools towards the end of 2025 and will be similar to the income and expenditure report that issued in late 2024.

If a school closes permanently, any balance held by the school from this grant 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 by both schools from this grant 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.

## 8.2 Financial support services unit

In accordance with Department Circular 60/2017 *Roll out and operation of the Financial Support Services Unit (FSSU) at Primary Level*, the Financial Support Services Unit (FSSU) provides advice and support to Primary and Special schools in financial governance. This circular can be accessed here:

<https://www.gov.ie/en/circular/61f0c1b613f241329c11673e95ee681a/>.

This includes standardising arrangements for compliance with accounting requirements under Section 18 of the Education Act 1998 and enhancing current financial support structures for schools. The FSSU also supports boards of management in meeting their compliance requirements to other regulatory and statutory bodies. The FSSU has produced guidance to assist schools with their accounting requirements. It can be accessed at the following link:

<https://www.fssu.ie/primary/>.

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.

## 8.3 Payments to suppliers

Schools should be mindful of the importance of prompt payment of invoices to suppliers in line with financial management guidance provided by the FSSU. Funding will issue to schools in April 2025 to ensure schools have the capacity to purchase schoolbooks and other items in advance of the start of the school year. Schoolbook suppliers may wish to charge a deposit to schools.

## 9. Scheme evaluation

### 9.1 School review and reporting

Schools should review their implementation of the scheme in line with the scheme guidance on an annual basis. This will also help schools in preparation for the reporting of information which will be required by the department for governance and auditing purposes. This may include:

- Reviewing how effectively the scheme has operated during the school year
- Identifying possible improvements to the operation of the scheme
- Assessing the quality of service from the book provider(s)
- Examining school policy on minimising the replacement of textbooks and workbooks
- Considering measures to minimise future costs.

The view of school management, individual teachers, subject Departments, parents and pupils are central to such a review.

### 9.2 Department of Education governance and auditing

All primary and special schools will be required to complete and submit an income and expenditure report, each year, in respect of the scheme. The Department will communicate further in the 2025/26 school year with primary and special schools in relation to this income and expenditure report. Schools will be asked to provide details relating to the administration and financial costs of the scheme.

All schools in the Free Education Scheme are required to co-operate with the process.

The ongoing evaluation of the scheme may involve selecting a sample of schools to participate in further evaluation work.

Schools selected for any future evaluation will be informed in advance and will be required to co-operate with the process. The evaluation will aim to, among other things:

- review the operation of the scheme, including compliance with relevant legislation, Circulars and the scheme guidance;
- identify possible improvements to the operation of the scheme;
- review expenditure under the scheme;



- consider measures to improve efficiency for future years;
- assess the wider impacts of the scheme in relation to (1) reducing the cost of education to households (2) removing barriers to education for some students (3) promoting value for money (4) promoting environmental and cost efficiency through the reuse of books.

The views of school management, teachers, parents/guardians and students, schoolbook publishers, schoolbook shops and other relevant stakeholders will be considered in the development of any evaluation.

It is essential that schools/ETBs retain all documentation pertaining to the scheme including, proof of compliance with EU and national procurement rules, and details of all items purchased under the scheme, to ensure valid information is provided to the evaluation process.

## **10. Review of this guidance**

This guidance is applicable to the 2025/26 school year. The guidance will be reviewed ahead of the 2026/27 school year and/or as required. Any review will be notified to schools and education partners.

## 11. Queries

All queries on this guidance or in relation to the primary schoolbook scheme should be sent to [primaryschoolbooks@education.gov.ie](mailto:primaryschoolbooks@education.gov.ie).

The Department has produced a Quick Reference Guide for schools to assist with general queries on the scheme. It can be accessed at:  
[www.gov.ie/schoolbookschemes](http://www.gov.ie/schoolbookschemes).

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## **Appendix 1 – Draft communication to parents/guardians of pupils enrolled in recognised primary and special schools.**

Dear Parents/Guardians,

Re: Primary and special schools schoolbooks scheme for 2025/26 school year.

For the 2025/26 school year all students in primary schools in the Free Education Scheme will receive free schoolbooks, workbooks and copybooks. These will be in place in time for the start of the new school year.

This scheme is being implemented by Minister for Education Helen McEntee TD. It is in recognition of the cost of preparing children and young people for the return to school. The cost of providing schoolbooks and core classroom resources will now be borne by the State. The scheme will ensure equity of access, where all children and young people enrolled in primary schools in the Free Education Scheme can commence the new school year in 2025/26 with the same schoolbooks, workbooks and copybooks, as other children and young people in their class.

Funding for the scheme in 2025/26 is being provided directly to primary schools by the Department of Education. Schools now have responsibility for providing schoolbooks, workbooks and copybooks, to all pupils at the start of the 2025/26 school year.

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

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

\*For the 2025/26 school year all related classroom resources will also be provided by the school and parents/guardians are not asked to purchase any items or pay a fee towards these items.

\*For the 2025/26 school year parents/guardians will be required to purchase certain additional classroom resources/\*pay a fee of (insert amount) towards the purchase of additional classroom resources. Please find attached a list of items which you are

required to purchase before the start of the school year/\*please find attached a list of items which will be provided to your child at a fee of xx.

*\*delete as appropriate*

Yours sincerely

Chair of BoM

## Appendix 2 – School task list

- Recruit personnel to work on the administration of the scheme
- Compile booklist received from each individual class teacher and related classroom resources required for each class
- Complete an audit of the current stock of books, workbooks, copybooks and or classroom resources that can be reused
- 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 and receiving the required number of quotes from schoolbook shops and suppliers and adhering to advertising and tendering requirements where applicable
- Decide on a supplier(s) for schoolbooks, workbooks, copybooks and any related classroom resources being provided and place order/s
- Furnish schoolbook publishers with details to satisfy requirements for digital supports such as proof of purchase of schoolbooks to obtain eBook licences or teacher resources
- Ensure all the necessary teaching resources/copyrights are provided by the relevant publishers
- 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 for example label/barcode/scanner system
- Sort schoolbooks 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 and retain quotations, tender documents and proof of purchase of materials funded by the scheme
- Communicate with parents/guardians in relation to Primary Schoolbooks Scheme
- Compile a mandatory income and expenditure report and return it to the Department
- 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 and other reusable resources, such as calculators, from children at the end of each year

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## Appendix 3 – Procurement Requirements

In Ireland, public procurement is governed by EU rules and national regulations. These provide for an open, transparent, competitive and non-discriminatory public procurement environment. Current public procurement guidelines for goods and services are available .

Public procurement refers to the process by which public service bodies purchase goods, services or works from suppliers. It ranges from the purchase of routine goods or services to large scale contracts for infrastructural projects and involves a wide and diverse range of contracting authorities. Procurement is necessary to ensure transparency and that a competitive process takes place.

Many schools will already have had some engagement with procurement when completing construction works, for example a new school extension or a new school building. Primary and special schools now have experience of procuring schoolbooks and classroom resources.

There are different procurement rules that apply depending on the amount of money a public body is spending on goods or services.

The rules are defined by whether the total value of the contract (excluding VAT) is:

- Less than €5,000
- Between €5,000 and €50,000
- Between €50,000 and €221,000
- Above €221,000.

Under the Primary Schoolbooks Scheme, goods can be split into separate and distinct product types for procurement purposes.

1. Schoolbooks includes all relevant textbooks and workbooks in use at school level to support teaching and subject learning. It also includes necessary additional texts such as novels for English and where required eBooks.
2. Non-Book Classroom Resources, which includes copybooks, pencils, rulers, hardback notebooks, and calculators.

Schools will generally need to run more than one procurement competition in each school year, for example, one for schoolbooks and one for classroom resources.

Schools are advised that it is not in line with the requirements under public procurement law to sub-divide goods into smaller value contracts for the purpose of



avoiding procurement obligations, (for example, schoolbooks subdivided into schoolbooks for Junior Infants and schoolbooks for Sixth Class). However, where it is known that a single supplier only exists for a particular requirement (for example, specialty textbooks in the case of particular subject(s), this provision may not apply.

In all cases, schools should make a reasonable estimate of the total value of their goods requirements (excluding VAT).

When the school estimates the total value of the schoolbook/Classroom resources contract, for the year in question, the following public procurement rules apply:

**a. Contracts less than €5,000 (excluding VAT)**

Contracts less than €5,000 can be awarded on the basis of verbal or written quotes from one or more competitive suppliers.

**b. Contracts between €5,000 and €50,000 (excluding VAT)**

Contracts between €5,000 and €50,000 may be awarded on the basis of responses to written specifications (for example, sent by email) to at least three suppliers or service providers.

**c. Contracts over €50,000 (excluding VAT)**

Contracts over €50,000 excluding VAT must be published on eTenders. Where schools have contracts in this category they are advised to contact the Schools Procurement Unit for support.

Some items under the classroom resources category can be purchased from existing central frameworks. These frameworks have been set up by the Office of Government Procurement (OGP) to simplify the procurement process. There is a central framework in place in respect of stationery items which schools can use to source some classroom resources. More details on this are set out below.

## **Guide to using purchasing frameworks for office stationery, ICT, and office paper**

The Office for Government Procurement (OGP) is one of five Central Purchasing Bodies in Ireland. It has put together several frameworks which can be used by schools:

- a stationery and office supplies framework over 5 geographical lots;
- a ICT consumable framework; and
- a office paper for printing and photocopying framework.

Schools can use these frameworks to buy classroom resources. Details on how to use these frameworks, the expiry dates and renewal details are outlined on the OGP Buyerzone website.

The frameworks are accessible via <https://buyerzone.gov.ie/> and schools must register an account to use the frameworks. If a school has registered previously, there is no need to register again.

There is no limit to the number of purchases a school can make from a valid framework. A school will be required to complete the relevant 'Notification to Activate Goods Form' for each framework it wishes to access. This form only needs to be completed once per framework.

If a school encounters difficulties in registering, or using a framework, it should contact the OGP directly by phoning 01 773 8000 or emailing [support@ogp.gov.ie](mailto:support@ogp.gov.ie).

## Registering for an account

To register on BuyerZone, schools must email [registration@ogp.gov.ie](mailto:registration@ogp.gov.ie). A template email is provided below.

Dear OGP,

I am contacting you from [insert school name]. I am seeking to register an account on BuyerZone on behalf of this school to access the OGP's purchasing frameworks.

Can an account please be registered with the following details:

Username:

Email address:

First Name:

Last Name:

Position (for example Principal):

School name:

School Address:

Town:

Eircode:

County:

School Roll Number:

Yours sincerely,  
[insert name]

Once the account is setup, an activation email will be sent to the email address the school registered with. Click on the link in the email to activate the account.

## Accessing Frameworks

To access the frameworks when logged in, select 'Contracts' at the top. Schools should ignore the 'Schools' tab at the top.

Schools can then look through the frameworks displayed for the following:

- stationery and office supplies framework over 5 geographical lots;
- an ICT consumable framework; and
- an office paper for printing and photocopying framework

Alternatively, the search function can be used. To do this, click on the search icon in the top right:



This will make a search bar appear where schools can enter keywords to find frameworks.

The following keywords are recommended:

- 'office' or 'stationery' to find the stationery and office supplies framework,
- 'ICT consumable' for the ICT Consumables framework,
- 'office paper' for the Multi-Purpose Office Paper for Printing and Photocopying framework.

A school will be required to complete the relevant 'Notification to Activate Goods Form' for each framework it wishes to access (<https://buyerzone.gov.ie/>).

## 1. Stationery and Office Supplies Framework

The Stationery and Office Supplies Framework allows public sector bodies the opportunity to access everyday office products. An outline of the products available by this framework are outlined in the table below:

Category	Range of Goods
Adhesives	Glue Sticks, Tape, Fabric Hook and Loop
Books and Pads	Casebound and Wirebound Notebooks, Refill Pads, Shorthand Notebooks
Desktop Accessories	Air Duster, Mouse pad with Wristrest, Clipboards, Mousse Cleaner for Keyboards, Crate Trolley, Laptop Back Pack, Letter Trays, Pilot Case, Overnight Case, Tube Tidy (Pen Holder), Mouse Mat, Zipped Conference Folio
Diaries	A4/A5: Academic, 1 Day Per Page, Appointments, Week To View A4 only: 2 Pages Per Day
Electrical Items	Batteries, Desktop Calculator, Scientific Calculator, Printing Calculator
Envelopes	Boardback Envelopes, Packaging Envelopes, Paper Envelopes
Filing and Storage	Storage Boxes, Archive Boxes, Box Files, Files, Folders, Plastic Pockets, Subject Dividers
Labels	Address Labels, Laminating Label Tape, Multi-Purpose Labels, Lever Arch File Labels
Miscellaneous	Mail Pouch, Heavy Duty Zip Bag, First Aid Kit
Office Accessories	Cardboard Recycling Bin, Chair Mat, Shredder Bags, Wall Planners
Office Stationery	Clips, Correction Fluid/Pen/Roller, Desk Tape Dispenser, Punch, Drawing Pins, Eraser, Stapler, Index Tabs, Page Markers, Letter Opener, Pencil Sharpener, Treasury Tags, Record Cards, Sticky Notes, Rubber Bands, Scissors, Ruler, Staple Remover, Sticky Tack
Packaging	Cotton Twine
Paper	Flip Charts, Self-Adhesive Sheets, Certificate Paper, Thermal Till Printer Rolls, Calculator Rolls
Postage Stamps	
Presentation and Display	Flipchart Easel, Laminating Pouches, Document / Literature Pockets, Document Holders, Badge Reel, Certificate Covers, Coloured Magnets, Combi Clip Badge, Cork Boards, Felt Notice

Category	Range of Goods
	Boards, Lanyards, 4-Ring Binders, Whiteboard Erasers, Padded Visitors Book, Security Pass Holder, 2-Ring Binders, Binding Combs, Binding Covers, Whiteboard Cleaning Foam/Wipes
Small Office Equipment	Desk Fan, Extension Leads, Label Printer, Shredders, Manual Comb Binder, Metal Waste Bin, Guillotine, Laminator, Rotary Trimmer, Wall Clock
Stamps	Various Sizes, Self-inking Text With Date Stamp, With Built-In Stamp Pad
Writing Materials	Highlighters, Pens, Pencils, Security Blackout Marker, Whiteboard Markers, Refill for Parker Pen

A minimum order of €50 is required.

To use this framework, complete the 'Notification to Activate Goods Form' available to download from the OGP Buyerzone (<https://buyerzone.gov.ie/>) and email it to the relevant supplier.

Lot	Counties	Supplier
4	Dublin, Kildare, Louth, Meath, and Wicklow	Office Depot Ireland Ltd (ogpregistration@officedepot.ie)
5	Carlow, Kilkenny, Waterford, and Wexford	Johns Business Systems (ogp@officestuff.ie)
6	Clare, Cork, Kerry, Limerick, and Tipperary	Albany Office Supplies (sales@albanyofficesupplies.ie)
7	Laois, Longford, Offaly, Westmeath, Galway, Leitrim, Mayo, Roscommon, and Sligo	Lyreco Ireland Ltd (ogp.ie@lyreco.com)
8	Cavan, Donegal, and Monaghan	Paperpunch (sales@paperpunch.ie)

The supplier will confirm receipt of the 'Notification to Activate Goods Form' and may contact the school for further information to setup an account. Once confirmed, the school may place orders directly with the supplier.

For a full list of items available through the catalogue and their prices, search for 'stationery' on BuyerZone to return a list of frameworks and select the framework for your county (for example, Lot 7 for counties Laois, Longford, Offaly, Westmeath, Galway, Leitrim, Mayo, Roscommon, and Sligo).

Scroll down to the 'Pricing Details' section where a file can be downloaded with full details:

#### Pricing Details

Please see attached Catalogue regarding current pricing available under this contract. Clients may only order products under this contract that are included in the Catalogue. If a Client requires additional Stationery items that are not part of the attached Catalogue, then they are required to follow proper public procurement guidelines in obtaining these items.

[SOS Catalogue Prices Albany Office Lot 6 - 38.5 KB](#)

#### **Prices are shown excluding VAT.**

Schools that download any pricing catalogues must keep them confidential as they hold commercial confidential pricing particular to a supplier and the release of same to non-public sector organisations/entities may compromise the supplier and lead to legal issues for the school. The stationery contracts are valid until 15<sup>th</sup> June 2026. Details relating to the arrangement that replaces this Framework will be outlined on the OGP Buyerzone when available.

## **2. ICT Consumables Framework**

The following goods are covered by this framework:

- Ink and Toner Cartridges
- Fusers
- Imaging Drums
- Maintenance Kits
- Re-Manufactured Toners
- Data Storage Devices
- Cables
- Other ICT Sundries

To use this framework, complete the 'Notification to Activate Goods Form' available to download from the OGP Buyerzone, and email it to Banner Group Ltd – [OGP@bannerireland.com](mailto:OGP@bannerireland.com).

The supplier (Banner Group Ltd) will confirm receipt of the 'Notification to Activate Goods Form' and may contact the school for further information to setup an account. Once confirmed, the school may place orders directly with the supplier.

A catalogue of items available and prices are available directly from the supplier. This contract is valid until 31<sup>st</sup> July 2025. Details relating to the arrangement that replaces this Framework will be outlined on the OGP Buyerzone when available.



### 3. Office Paper for Printing and Photocopying Framework

The Framework for Office Paper for Printing and Photocopying offers the following paper manufactured from 100% recycled fibres:

Paper Types Available Under This Contract			
Type	Size	Weight	Colour
Recycled Paper	A4	80gsm	White (CIE Brightness 55-84)
Recycled Paper	A4	80gsm	White (CIE Brightness 85-109)
Recycled Paper	A4	80gsm	White (CIE Brightness 110-153)
Recycled Paper	A4	80gsm	Pastel (Yellow)
Recycled Paper	A4	80gsm	Pastel (Blue)
Recycled Paper	A4	80gsm	Pastel (Green)
Recycled Paper	A4	80gsm	Pastel (Pink)
Recycled Paper	A4	80gsm	Pastel (Cream)
Recycled Paper	A3	80gsm	White

A minimum order of four boxes is required. Each box consists of five reams of paper.

To use this framework, complete the 'Notification to Activate Goods Form' available to download from the OGP Buyerzone, and email it to [OGP@antalis.ie](mailto:OGP@antalis.ie). Once confirmed, the school may place orders directly with the supplier.

For a full list of items available through the catalogue and their prices, search for 'office paper' on BuyerZone to return a list of frameworks and select the 'Supply of Multi-Purpose Office Paper for Printing and Photocopying'.

Scroll down to the 'Pricing Details' section where a file can be downloaded with full details:

## Pricing details

A Product Catalogue is available for download below for all registered users. This Catalogue contains details of all papers available under this contract, including product codes and pricing. This Catalogue is also available directly from Antalis Ltd.

All prices are inclusive of delivery charges.

Clients may also access the pricing for items by logging into or registering for an online account with Antalis Ltd.

Clients should note the following:

- Prices and Catalogues are available to registered users of the OGP's BuyerZone ([www.buyerzone.gov.ie](http://www.buyerzone.gov.ie));
- They can also be requested from Antalis Ltd. as the successful Supplier;
- Due to the current volatility in the paper market, the OGP have taken the decision to carry out price reviews every three (3) months for the duration of this Goods contract.
- All prices are **inclusive of delivery** but **exclusive of VAT**.

Paper Catalogue Jan 2024 - 6.7 MB

## **Prices are shown inclusive of delivery but excluding VAT.**

Schools that download any pricing catalogues must keep them confidential as they hold commercial confidential pricing particular to a supplier and the release of same to non-public sector organisations/entities may compromise the supplier and lead to legal issues for the school.

The contracts for Office Paper are valid until 5<sup>th</sup> May 2025. Details relating to the arrangement that replaces this Framework will be outlined on the OGP Buyerzone when available.

## How to use the OGP Stationery Framework



The table overleaf sets out the procurement requirements when not using the OGP Stationery Framework.

Schoolbooks and Classroom Resources – Expenditure Threshold Guide (excluding VAT)			
Below €5,000	€5,000 to €50,000	€50,000 to EU Threshold (€220,999)	Above EU Threshold (221,000)
Can be awarded on the basis of verbal or written quotes from one or more competitive supplier	Minimum of 3 Quotes (or eTenders)	eTenders	eTenders & OJEU
Email request or RFQ Template	RFQ Template from SPU	OGP Template or CFT template document from SPU	OGP Template or CFT template document from SPU
Quote submitted in writing or email	Submission response by email	Submit tender response via tender postbox on eTenders platform	Submit tender response via tender postbox on eTenders
1 – 2 weeks to respond	14 days	21 days	Minimum 35 days Open Competition
Lowest Price	Most economically advantageous tender (MEAT)	MEAT	MEAT
Select Lowest Price	Evaluate offers against spec, qualification and award criteria	Evaluate offers against spec, qualification and award criteria	Evaluate offers against spec, qualification and award criteria
Email results	Email results with reasons	Standstill period of 14 days is recommended by the CSSO  Issue Standstill Notices	Standstill period of 14 days is mandatory Remedies Directive applies  Issue Standstill notice
	Publish contract award notice on eTenders for contracts above €25,000	Publish contract award notice on eTenders	Publish contract award notice on eTenders

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## Appendix 4 – 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/guardians 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 the various charitable organisations in the development of initiatives to improve access to educational materials for disadvantaged children and young people 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/guardians, teachers and government agencies to improve the educational experience for children and young people 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

[www.gov.ie/schoolbookschemes](http://www.gov.ie/schoolbookschemes)

[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](#)

<https://www.scoilnet.ie/go-to-primary/>

[www.oide.ie](http://www.oide.ie)

[www.webwise.ie](http://www.webwise.ie)

<https://buyerzone.gov.ie/>

[www.spu.ie](http://www.spu.ie)

[DPER Circular 05/2023 - Initiatives to assist SMEs in Public Procurement](#)

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

<https://www.fssu.ie/primary/>

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

<https://www.icla.ie/licences/primary-and-post-primary-schools-licences>

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