



A school with specialist status in the performing arts

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A Parent's Guide to School Library Loans

Dear Parent / Guardian

Pupils are allowed to borrow up to 2 books at a time.

Pupils are reminded personally when books are overdue, and texts are sent home.

The maximum fine that can be accumulated is £1 per book. The only exception to this would be if a pupil already had a previous unpaid fine and then took out another 2 books which were returned late. If the book is lost or damaged, then the pupil must see the Librarian. A contribution towards replacement cost would be expected.

We are not a public library, and as such we do not hold numerous copies of the same title. With over 300 pupils participating in the Accelerated Reader programme it is vitally important that loans are returned promptly, as other pupils invariably may require the same book for the same lesson that your child has borrowed it for.

As you will be aware, our budgets are not unlimited and we cannot afford to replace books simply because they are not returned.

If you have any queries, please do not hesitate contact me.

Yours sincerely

Ms J Cole
Head of English