



June 2021

Dear Parents and Carers,

Our Governing body agreed a change to the Library charging approach in 2019, in accordance with the Schools Remissions and Charging Policy, which was to take effect from September 2020. Due to the challenges presented by the coronavirus pandemic, it was decided to postpone this until September 2021.

We have thoroughly researched how other schools manage overdue and damaged loans and are confident that we continue to be fair in our new approach. Unlike most schools, we will NOT charge late fees for items which are returned later than the date recorded on the loan, as long as they are **returned within three months**. Students will continue to receive automated e-mail reminders about overdue loans and to receive reminders through their Tutors. Students will continue to receive house points for borrowing items and also for returning them on time. We will carry on purchasing new stock each term. Of course, we do not want to discourage students from borrowing items. However, we need to maintain stock at levels necessary for all of them to be able to take advantage of.

The use of our fantastic e-book platform remains free as does our 5,000 + stock physical Library. Students can continue to print homework and study resources free of charge and attend Learning Resource Centre and Library clubs and activities free of charge.

We are taking this opportunity to inform you that, **from September 2021, Library items which remain unreturned after 3 months due to loss or damage will need to be replaced at your expense with a new copy or excellent condition second-hand copy.** Alternatively, they will be charged for. The average cost of a new paperback is £6. This applies to physical stock NOT to our e-book platform which automatically returns loans on the specified date.

We look forward to welcoming students back to the Learning Resource Centre and Library in September 2021. Look out for updates on the E-news bulletin and school website.

Ms Burningham
Learning Resource Centre Manager