



3rd June 2019

Dear Parent/Carer

OVERDUE SYSTEM FOR SCHOOL LIBRARY BOOKS

As you will be aware, we opened our new library over a year ago and were awarded a Foyle Foundation Grant, enabling us to order many more new books. Now that we have an exciting range of fiction and non-fiction reading for all year groups, we are keen to ensure that these books remain available for the pupils in years to come. We are therefore installing a security system in the coming weeks to ensure that all books are accounted for, and will be changing the way that overdue books are managed. Pupils need to ensure that all books are properly checked out of the library at the library desk by our school librarian, Ms Knight, another member of staff, or a trained student librarian.

All library books need to be returned to the library by Monday 1st July 2019 to enable us to prepare for the new security system and carry out a stock take. We will run a book amnesty before this date, therefore there will be no fines for any overdue books returned before this date, no matter how long they have been out of the library. Any books still missing after 1st July will be charged according to the new overdue system as follows, using Monday 1st July as a starting point:

Library Overdue System

- Whilst books are overdue, no new books will be issued from the library to that pupil;
- After another 3 weeks overdue (6 weeks in total) the cost of the book will be charged as an overdue fine: £4 for a paperback book and £6 for a hardback book
- Parents will be notified of fines
- All fines charged via ParentPay

Following the summer holidays, pupils will again be able to take books out, and we will increase the loan period to three weeks rather than the current two-week loans. We will be implementing the above overdue system, including fines on ParentPay where necessary, for books that are not returned or renewed after three weeks. It is easy for pupils to renew books in the library, and from September we will also ensure that this can also be done online through our web-based library system.

Please visit your local libraries over the summer holidays, to ensure that your child/children keep reading as much as possible. Reading for at least 20 minutes a day has been proven to boost pupils' progress in all subjects, not to mention the enjoyment and well-being that reading can bring. The libraries are free and easy to join, and there are staff there to assist you. Here is a list of those in Hackney:

- Hackney Central Library, 1 Reading Lane 020 8356 3000
- Homerton Library, Homerton High Street 020 8356 1690
- Dalston CLR James Library, Dalston Lane 020 8356 2539
- Clapton Library, Northwold Road 020 8356 2539

If you have any questions about the library or our new system for overdue books, please do not hesitate to contact our new librarian Ms Knight or myself.

Yours faithfully

Anneka Hartley
Lead Practitioner (Literacy)