

Edward Peake C of E (VC) Middle School

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Dear Parent/Carer

RE: The Library and Overdue Books

At Edward Peake, we are extremely lucky to have a fully-resourced and well-stocked library accessible to all our pupils. We continue to add to our collection of books, responding to our pupils' needs and requests.

Pupils are privileged to borrow two books at a time; reading books form part of the essential equipment required of all Edward Peake pupils. Books are issued for a period of two weeks and can be renewed on or before the due date, allowing pupils more time with a book should they require it. Children have regular opportunities to use the library to borrow, renew or return their books as well as their weekly library lesson.

Unfortunately, we are now in a position where pupils are failing to return books from the library, despite a number of reminders from both their form tutors and Mrs Mills, the school's Library Assistant. Books are also being returned damaged, with ripped pages or having been kept in a bag with a leaking water bottle. This is resulting in a loss of stock and a loss of the excellent variety of books available to our pupils.

Pupils with overdue books will no longer be issued with a book from the school library, until missing books are returned or replaced. Mrs Mills will contact individual parents and carers if it is the case that their child has outstanding books.

We thank you for your understanding and support in this matter.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Miss Tim'.

Miss Tim
Subject Leader for English