

16 September 2011



Dear Parents/Carers

School Library

From Monday 19th September the school library will be open at the following times:

Monday to Friday: 08:30 - 08:45

Monday to Thursday: 12:15 - 12:45 (upper school)
 12:45 - 13:15 (lower school)
 15:15 - 15:30

Please ensure returned books are handed to a librarian at the desk. Leaving a book on the librarian's desk cannot guarantee that it will be found and scanned to be returned.

Occasionally, due to unforeseen circumstances, a librarian may not be available, or the library may have to be closed. If this happens, please keep your book and return it the next day.

Books may be borrowed for two weeks, after which children will be given weekly reminders asking them to return their books or have them reissued.

If, after six weeks, a book has not been returned, a letter will be sent home.

Yours faithfully

Mrs Susan Read

Library Administrator



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