



08 February 2022

Dear Parents/Carers,

**New library procedures for overdue books**

Unfortunately, our school library currently has quite a number of overdue books. We do understand that during multiple lockdowns many books have gone missing but as a result we now have to keep on top of current loans so that we don't lose more money and are able to still purchase replacement books and keep updated with new titles.

After February half term holiday we will be reintroducing a fine system for any books overdue or lost since the start of this academic year. Overdue books are sent in a list to form tutors every two weeks where students are alerted that their book is overdue and needs to be returned to the library. Once a book is overdue students won't then be able to take out another book. When an overdue book appears on the list as being more than 30 days overdue it will then be added to ScoPay as a fine. This will be a standard charge of £6.50 to cover the cost of a replacement book. Once a fine has been paid, or the original book has been brought back, students will then be able to borrow books again and their account will be cleared.

**Book Amnesty**

Before the new system is up and running we would appreciate it if you could have a really good look about at home for any books that could belong to our library. All books from us will have our school name stamped on the inside front and back covers, this will either be as Barnwood Park School or our old name Barnwood Park Arts College. Any found books can then be handed back in to the library with no questions asked.

Many thanks in advance for your help and support in this matter.

Mrs Scanlan and Mrs Beale

Librarians

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