



# Book Borrowing Policy

Library book loans are for three weeks. The due date is stamped in the book. If a student has borrowed a book when the librarian isn't there to tell them when it is due, they can check when their book is due by logging into their Reading Cloud account, or ask the librarian at another time.

When the book is due, the student will receive an email to their school email account to remind them to either return it or renew it.

Form tutors receive a reminder from the librarian on a Monday morning asking them to remind students who have books due in that week to return their library books.

Once a book is a week overdue, the student will receive another reminder email asking them to hand it in. An email will also be sent to their parent/carer at this point. If it has still not been handed in on the following day (or an explanation has not been given as to why it is late), the student will lose an ATL point.

One ATL point is lost for each day that the book is not returned. If a student accrues five of these in one term, they will automatically be set a detention.

If a student needs longer than 3 weeks to read their book, this is fine. The library book should be renewed before the due date either by renewing it in person in the library, sending the librarian an email, or by logging into Reading Cloud.

Students can access the library before form time, during break, lunch, or after school. If the library is closed, the 'Returned Books Box' and borrowing/renewing sheet are always on the librarian's desk.

We understand that students may have multiple reasons why they cannot bring in their books on time. If your child struggles with memory or organisation, or is going through difficult circumstances, please let the librarian know and reasonable adjustments will be made to support your child.

If a book is lost, please contact the librarian as soon as possible to discuss next steps.