



Head Teacher: Mrs D Reynolds - BSc Hons QTS NPQH

Aim High

Never Give Up

Follow Your Dream

Lead By Example

04/07/2014

Dear Parents/Carers

Norwood School has a well-stocked library facility that children have regular access to. Each child has an allowance of two books that may be changed on a regular basis.

From September we are raising the profile of our library and therefore need to ensure that the library is treated with respect by both children and supporting parent/carers. With this in mind, we will run the school library in line with the principles of a public library. The system allows a maximum of two books per child and requires books to be checked back in before allowing further books to be checked out.

To support with these principles, and to ensure a quality provision is available for all, we have enhanced our library support.

- For year group Reception, Year 1 and Year 2, Mrs Woods is available for a session each morning to support with returning books and selecting a new appropriate reading choice.
- Key stage 2 children, Year 3, 4, 5 and 6, have at least weekly access during class time to change their books.
- In addition to this provision, the Lunch Club is open for a period of time during the dinner time, and our children can take this opportunity to change their reading materials.

To support school's commitment to ensuring a quality provision for all of our children we required the on-going support of parents and carers across school. Please can you complete the following agreement to ensure we can work together to ensure the very best for our children.

Yours sincerely

Mrs D Reynolds
Head Teacher

I _____, parent/carer of _____ understand

that I have a responsibly for the library books that my child has booked out of the library and agree that any lost or damage books will be paid for upon request from the school.

I also understand that failure to replace books/pay fines may lead to my child having restricted access to library books off school site.

Signed _____

