



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 there isn't someone there to tell them when it is due, they can check when their book is due by logging into their Reading Cloud account.

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 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 or by logging into Reading Cloud.

Students can access the library before form time, Tuesday lunch, or after school.

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 school know and reasonable adjustments will be made to support your child.

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