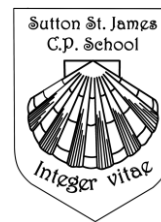




SUTTON ST JAMES C.P. SCHOOL
Bells Drove, Sutton St James, Spalding, Lincs. PE12 0JG
Email: enquiries@sutton-st-james.lincs.sch.uk
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Tel/Fax: 01945 440209
Headteacher: Miss Claire Willows



14th September 2016

Library Facilities at Sutton St James School

Dear Parents,

Now that your child has started school we would like them to be able to borrow books from our amazing library to encourage them to read and to develop a love of reading!

In order for the children to be able to do this we need to be confident that they will look after the library books and ensure that they return them to school. We therefore ask you to sign and return the reply slip to school to give your agreement that if your child damages or loses a library book then you will pay for this to be replaced. Also there will be a charge of 50p to replace library cards if they are lost or damaged. This is normal procedure for library facilities.

As soon as you sign and return the form then your child/children will be issued with their first library card for Sutton St James Library and they will be able to start borrowing books to bring home and read at their leisure.

The children will be allowed to take out one book at a time and will be able to visit the library at lunchtime once each week as follows:

- Owls – Monday
- Swallows – Tuesday
- Wrens – Wednesday
- Herons – Thursday

In addition to this the library will be open for 30 minutes after school, 3.15 – 3.45pm, on a Friday for all children to come into school with their parents to choose a new book.

We look forward to your support in this as we know that the children are going to love the new choice and range of books that they will be able to access through school.

Yours sincerely

Miss C Willows
Headteacher

Library Agreement

Child's Name _____

Class _____

I agree to

- Pay for the replacement of any book that is lost or damaged by my child named on this form.
- Pay for the replacement of my child's library card if they lose or damage it.

Signed _____(Parent)

(Please complete and return as soon as possible for your child to start using the library)