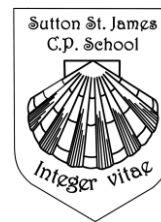




SUTTON ST JAMES C.P. SCHOOL
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Headteacher: Miss Claire Willows



7th December 2015

Library Facilities at Sutton St James School

Dear Parents,

We are delighted to be writing to let you know that the new fiction library at Sutton St James School is now ready to be used by the children! In the past the library has consisted of only non-fiction books but due to the hard work and generosity of the PTA we have been able to furnish and stock our amazing new library. Along with the many books which were very kindly donated by the children at the school we have been able to purchase over 900 new books covering all ages for boys and girls.

In addition to this we have also purchased the software for Junior Librarian which means that children will be able to use the library as a normal library, scanning books and borrowing them to take home to read using their own library card. Some children in Year 5 and 6 have been trained how to use the software and they will be our librarians, issuing and returning books to the library.

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:

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

In addition to this the library will be open for 30 minutes after school on a Friday for 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)