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WOODFIELD
ACADEMY

Headteacher: Mr. S. Bond

8th September 2015

Dear Parent/Carer

Library and Learning Resource Centre

Upon entering Woodfield Academy, your child has automatically become a member of the Library and Learning Resource Centre. As a member he/she will have access to more than 11,000 books, including fiction and information books to help with school work and homework.

Classes have regular weekly library based lessons and the L.L.R.C is open every school day until 4pm allowing ample time for book exchange and research.

As these books represent a significant investment for the school, there is a policy to charge for damaged/lost books.

- No weekly charge will be made for overdue resources.
- Pupils are notified **weekly** of overdue books/resources and after a period of one month a letter will be sent to you informing you of the overdue loan(s). During this time no further books will be allowed to be borrowed, although a pupil may still use the L.L.R.C. for research.
- A replacement charge will be made for lost books. Charges for damage to a resource will be reviewed upon its return to the library, depending on its future use or replacement if necessary.
- If a book/resource is subsequently found the charge will be refunded.

If a problem arises with book/resource, then please ask your child to see me.

Yours sincerely

A Curtis
Learning Resource Manager