

Woodfield School Academy  
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**WOODFIELD**  
**ACADEMY**

**Headteacher:** Mr. S. Bond

September 2018

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 home work.

Classes have regular weekly Library based lessons and the LRC 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 access the Accelerated Reader Scheme.
- 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.
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If a problem arises with a book/resource, please ask you child to see me.

Yours sincerely

A Curtis  
Learning Resource Manager



*Helping everyone reach their potential*

