



Beaufort Co-operative Academy

Part of **OUR** Co-operative Academies Trust

Our Ref: HK/jsm

Dear Parents/Carers

November 2013

As part of their Key Stage 3 English lessons your son or daughter has a Library lesson every fortnight to improve their reading and comprehension. We use a programme called Accelerated Reader where students select books and are tested on them according to their current reading age.

In order to complete this successfully, it requires students to borrow books from the Library. Unfortunately we have a number of books missing because they are not being returned. As a result of this we have instigated guidelines to ensure the safe return of books, which are overleaf. Please take the time to read through these. The information will also be available on the Parents policies section of the website.

Finally, please can you check at home to ensure that your son or daughter does not have any overdue books. If you find any please can you ensure that they are returned to the Academy Library.

Thank you so much for your support on this matter and if you have any queries please do not hesitate to contact either your child's English teacher or a Librarian in the Academy Library.

Yours faithfully

Ms C Hankey

Vice Principal/Director of Learning, Teaching Standards

Beaufort Co-operative Academy

Holmleigh Park, Tuffley, Gloucester GL4 0RT

tel: 01452 301381 | office@beaufort.coop

www.beaufort.coop

Principal David Bishop



The Schools
Co-operative Society



Guidelines for dealing with late / damaged library books

- If a student forgets to bring their library book to a library lesson or they have one overdue book, then they will be allowed to borrow a second book.
- If a book is overdue the Librarian will complete an overdue slip. The tutor to pass to the student.
- If the library book is still not returned within a week, then the Librarians will ring the parents to try and locate the overdue book.
- If the library book is not returned after another week, the Librarians will issue an invoice to the parents, stating clearly that if it isn't paid an additional one including an administration charge will be issued.
- If this does not bring about the return of the book or a phone call from the parent or carer explaining that the book is unable to be returned with a reason, then another invoice with the additional administration charge (£10) will be issued and then added to the whole Academy list, making it clear that all owed money should be paid prior to a student going on any Academy trip.

Damaged books

- If a book is damaged deliberately, beyond repair by a student then an invoice will be issued to the parent / carer for the cost of the book to be replaced.
- If the cost is not recovered then an additional invoice with the additional administration charge (£10) will be issued and then added to the whole Academy list, making it clear that all owed money should be paid prior to a student going on any Academy trip.

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