

Dear Parent/Carer

We look forward to welcoming students back into the Library.

We have a wide variety of fiction and non-fiction books which are updated yearly with the most recent releases to keep the students actively reading and entertained. We also stock a selection of short stories that are dyslexia friendly books for students to enjoy. Our library is organised by genre. This will make it easier for students to find books that encourages their interests.

Students will be able to loan their library book for independent reading. Students have signed an agreement to confirm they understand the library expectations and their responsibility for their chosen book. Students will be able to change their books before school, break times, lunch times, after school and in their scheduled library lesson with their English teacher. Students will be sent back to class if they come during lesson time to try and change a book. Returning or renewing books needs to be in their own time.

Students will be allowed to borrow one book at a time for a loan period of 30 days. If students do not return their book by this time a reminder email will be sent to students and parents/carers informing home that this book is now overdue. Students will need to return the book to the library. If the book is still not returned a second reminder email will be sent to both to the student and parent/carers reminding them to return the book. If the book is still unreturned a final reminder email will include a charge of £5 for the unreturned book sent to parents/carers. This can be paid via Parent Pay. Please note that students will not be able to attend reward trips/prom if they have outstanding library school debt.

Library Reminders

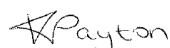
The Library is open break and lunch times to all students. Students have access to computers and a printer to complete any work they may have. All queries regarding book loans and book fines must be sent to lhslibrary@lhs.spt.ac.uk

Student Printing System

All students that require printing can send their requests to our email system Student Printing. This can be accessed via their school account. Students need to attach their document and send this to studentprinting@lhs.spt.ac.uk This needs to include instructions such as colour, 2 sided etc.

If you have any further questions regarding the Library at LHS please contact Miss Payton.

Your Faithfully



Miss V Payton
Librarian