



September 2019

Dear Parent/Carer

**RE: OVERDUE LIBRARY BOOKS**

At Finham Park 2 we are incredibly lucky to have a well-stocked library, and we have yet again added to our collection of books during the recent summer holidays.

Students are privileged to be able to borrow up to three books at a time; indeed a reading book forms part of the essential equipment that a student is expected to have on them at all times within school. Books are issued for a period of two weeks and can be renewed on or before the date that they are due back for an extended issue period.

In order to maintain the high standard and variety of the library stock, it is necessary for us to pursue students for those books not returned to the library. The process is as follows;

1) 1 <sup>st</sup> reminder	via mentor	1 week overdue
2) 2 <sup>nd</sup> reminder	via mentor and text message	2 weeks overdue
3) 3 <sup>rd</sup> reminder	via mentor and email home	3 weeks overdue
4) 4 <sup>th</sup> reminder	via mentor and phone call home	4 weeks overdue
5) Final action	request for £4 'lost book' fee via Parentpay	4 + weeks overdue

Students with overdue books will no longer be issued with a new book until all missing items have been returned or paid for.

Many thanks for your support in this matter.

Yours sincerely,

Mrs J Kerr  
Librarian