

13.06.23

Dear Parent/Carer,

I am emailing to let you know that our new library has opened, and with this, we are introducing new procedures to ensure that students take care of books and return them on time in acceptable condition. This will allow all students to utilise the library and its resources to their full potential and open them up to the wonderful world of reading.

If a student would like to sign a book out of the library, they can do so with the school librarian. Books are loaned out for an initial period of three weeks, after which students must return them to the library or request an extension.

Once books have become overdue, an initial reminder email will be sent to the student and their form tutor. If after three working days, the book has still not been returned, a second reminder email will be sent, and the librarian will speak to your child. If the book is still not returned after a further three working days, parents/carers will be contacted by the librarian to inform them of their child's outstanding loan and made aware of the replacement cost that will be charged for the outstanding book if it is not returned within five days.

We look forward to welcoming all students into our new library, allowing them to embrace the world of reading and improve their literacy skills.

Your sincerely,

A handwritten signature in cursive script that reads "Siân Dover".

Mrs Siân Dover

Principal

**Principal: Mrs Siân Dover**  
North Avenue, Bradford, BD8 7ND  
Tel. 01274 362 050  
[www.oasisacademylisterpark.org](http://www.oasisacademylisterpark.org)