

**Head**  
Jolie Kirby, BA, NPQH

## Cheney School

Cheney Lane, Headington  
Oxford OX3 7QH

T: 01865 765726 F: 01865 767399  
E: [office@cheney.oxon.sch.uk](mailto:office@cheney.oxon.sch.uk)  
W: [www.cheney.oxon.sch.uk](http://www.cheney.oxon.sch.uk)



*Think for yourself, act for others*

## Mrs Fenton, Library Learning Manager

9 December 2016

Dear Parents/Carers

### **New procedures for dealing with overdue and lost library books**

Cheney School Library underwent an exciting refurbishment over the summer, including new carpet and a repaint throughout. As part of the improvement of the library service, the school has also been investing in lots of fantastic new library books and resources, particularly new fiction, as part of the school's drive to improve literacy across the school.

Obviously, the school wants to protect these new resources so they are available for all. So, with effect from 1st January 2017, there will be new procedures introduced to encourage the timely return of, and responsibility for, library books. The aim of these new procedures is to promote awareness that library resources are there for everyone to use and that books should be returned when finished.

For overdue library loans, students will receive regular reminders, via their tutor and will be expected to respond to those reminders. Where students ignore these reminders and books are significantly overdue, then they could be liable for behaviour points or detention. Warnings will be clearly communicated before either are issued.

If a student has lost their book, they should speak to me in the Library immediately. Whilst it is understood that this does happen, library books are school resources and losses will need to be either replaced or paid for. Parents will be contacted directly in this case.

Some students have books that are up to three years overdue and it is recognised that they may have lost their books in this time. Please can you encourage your child to return any books they may have from the school library or to speak to me as soon as possible.

If students are still using their books, then they are very welcome to renew them.

Many thanks for your support.

Yours Sincerely

Jill Fenton  
Library Learning Manager  
[JFE@cheney.oxon.sch.uk](mailto:JFE@cheney.oxon.sch.uk)

