

## Library Overdue Books Policy

- Students are able to take a maximum of 2 books for a loan period of 2 weeks.
- If they need their books for longer, they are able to renew them in the Library; they will need to speak to Ms. Raven or Mrs. Quantrill.
- If the book becomes overdue the Library will attempt to contact the student to remind them to renew or return the book. All Year 7 & 8 students will be reminded when they come into the Library for a Library lesson.
- Each tutor will receive a list of the students in their form who have overdue books. These lists will be emailed to staff on a weekly basis. HOYs will also be given a record of the overdue status for the whole year group. This will also be emailed at the start of each week.
- If the book is not returned, even after reminders, then further action will be taken:

10 school days overdue- first letter sent to parents/ carers as a reminder; tutors and Heads of Year (HOY) will be informed of the letter. Tutors will be asked to follow up with a phone call home.

**Non-negotiable behaviour points (resulting in a 10 minute detention) will be added to the student's record: one point for every week the book continues to be overdue.**

10 school days **after** the first letter sent (20 school days overdue) - invoice requesting replacement cost of book or a replacement copy. We will also accept donations of any book in good condition and which could be used in the Library, as a replacement, just to clear the account without undue expense to the student or their family.

10 school days **after** the invoice is sent (30 school days overdue) - a final invoice will be sent and the matter will be passed on to HOY to deal with. If there is still no resolution then the matter will be passed to a member of the School Leadership Team (SLT).