

Ref: PDA/LBE
08 January 2016



Dear Parent/Carer

Re: Introduction of Fines for Late Library Books

At Futures Community College we encourage students and give them as many opportunities as possible to succeed and develop their skills.

We have spent a lot of time and money developing a wonderful new library with a huge range of books to cover all reading abilities, ages and genres. However, despite constant reminders to students to look after their books and return them on time we currently have 135 books late, missing or in an extremely poor, unreadable state.

If books are not returned this is disadvantaging other students from the joys of reading a good book and developing their skills which will assist them in all of life's opportunities.

To encourage students to become more responsible and to cover the rising costs of replacing books we will, as from Monday, 11 January be introducing a penalty fine of £1.00 per book, per week that it is outstanding.

All students must return their outstanding books by **Friday, 15 January 2016** to Miss Bennett in the Library. Any outstanding books after this date will incur a fine of £1.00 payable directly to the library.

If books have been lost or significantly damaged the full cost of a replacement book will be passed on to all parents/carers and an invoice will be issued via our Finance office.

If books are still outstanding by **Friday, 22 January 2016** and there has not been a valid reason provided, via telephone or letter from the parent/carers for the significant delay, again an invoice will be issued for the full cost of a replacement book.

We do understand that sometimes delays happen and circumstances are beyond student's control, i.e. sickness or holidays but we ask that you communicate with us to avoid penalties being applied.

If a penalty situation occurs, no further books will be lent until the fine has been paid and the outstanding book has been returned.

I hope that you all fully support this new initiative and understand that it is being put in place to ensure the continued existence of a good and fully stocked library. All fines collected will be used to purchase a wider range of books for the students to use.

Should you have any further queries, please contact the main office on 01702 415300 and Miss Bennett will return your call.

Yours faithfully

A handwritten signature in black ink, appearing to be "Mrs Dawson", written over a light blue horizontal line.

Mrs Dawson, Office Manager

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