



September 2018

Dear Parents

Welcome to the library at Orchard Lea Junior School. Thanks to the tremendous fundraising efforts of parents in recent years, together with the determined commitment of the school's staff and governors, we have over £1000 worth of up-to-date children's books in our library and it is still growing! We offer both fiction and non-fiction, each covering a wide range of interests and reading abilities. We'd like all the children to have the very best opportunity to make the most of what our library has to offer, so here is some information that we hope will be useful.

Opening times

Each class has a weekly timetabled visit to the library. Please make sure your child brings his or her library books into school on library day so they can be exchanged for new ones. (You will find details of your child's library day in their termly newsletter.)

On Tuesday after school (until 3.45 pm) we now have a special time for parents/carers and children to visit the library together, either to borrow books or simply to browse and read. We can also give advice on reading choices. You are all welcome to come along whenever you can. Please enter through the library door next to the hall.

Loans

Children are allowed to borrow two books at a time. There is no maximum loan time on our books, but we encourage the children to exchange their books regularly to encourage good library habits and so they can enjoy a wide variety of reading material.

We run a self-issuing library where the children are responsible for the issuing and safe return of their own books. Reminders for lost library books are sent out once a term, and at the end of the summer term we ask for all library books to be returned so we can do a stock check.

Caring for library books

Please encourage your children to look after their library books. The rules are: try not to tear or crease the pages, handle the books with clean hands, don't bend the spines back or remove the plastic jackets and – most important of all - keep books away from leaking water bottles and lunch boxes.

Lost or damaged books

If you think your child has lost or badly damaged a library book, please contact your child's teacher or our librarian, Mrs Carter. We would ask you for a contribution of £3.50 towards the cost of replacing the book, including a plastic jacket. If the book is subsequently found, this payment will be refunded.

Requests

We keep a messages book so children can tell us about books they would like to see in the library. Parents are welcome to make suggestions too!

Pupil librarians



We are always looking for more Pupil librarians to help look after our library and keep it running smoothly. If your child is interested in a position, please see Mrs Carter to apply. We are always on the lookout for Parent readers too, so if you or a family member are interested please let the school office know.

Choosing the right books

We have a variety of resources to help you and your children choose books that they will enjoy reading. Please ask your child's teacher or Mrs Carter if you would like help. We also recommend the following websites:

www.booktrust.org.uk (which has a great interactive book finder)

www.booksforkeeps.co.uk

We hope your children will have years of happy reading at Orchard Lea!

Yours sincerely

Mrs Norton
English Manager

Mrs Carter
Librarian

