

LOWER AND MIDDLE SCHOOL LIBRARY

Dear Parents,

The Lower and Middle School library will be open from Monday September 29th 2008. Children will be coming to the library once a week with their class and will be able to choose books to take home.

In the Junior Fiction Section we use coloured dots to identify different reading levels:

Yellow dot: for beginning readers, short chapters, lots of illustrations. (Yr 2 and up)

Green dots: for more confident beginning readers, longer chapters, less illustrations

Orange dots: for free readers in year 3 and 4.

Blue dots: suitable for year 5 and 6 only, mostly due to their contents

Children:

Lower School children can choose 1 book at a time.

Middle School children can choose 3 books at a time. 1 Reading Passport book and another 2 of their choice (preferably 1 fiction and 1 non fiction).

Books are loaned for 3 weeks, and can be renewed after that.

Overdue Books

We send out reminders after a child has had a book longer than 3 weeks. One reminder will be sent via the child, and then a letter will be sent home requesting the return of the book or payment/replacement if the book is lost. Whilst a book is still overdue following a letter home the child can not take any books out.

Library sessions:

The library is a quiet place to read and enjoy books.

Children from Reception up to and including year 4 **MUST** use a paddle when they choose their book(s). Using the paddle tells them where to return the book to if they don't want to take it home. We think that year 5 and 6 children are old enough to put books back where they belong, after explaining how it works.

Nursery children don't use a paddle, and can put their books in the blue Looked At Books box.

All books that are returned **MUST** be put in the **Returned Books Box** on the library desk at the beginning of your library session. Then we can check them into the computer and shelve them properly.

Please feel free to come in and have a look at the library and we will help with any questions where possible.

Rachel Howell
Marina Anderson
Lower/Middle School Librarian