

**Head of School:**

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Executive Headteacher:

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Dear Parent/Guardian,

John Ferneley College is committed to promoting literacy for a lifelong learning experience. As a result, the school has a vast amount of literature available to our students. This includes a large collection of classical and modern teen/adolescent fiction, non-fiction books, reference books, manga comic books and a children's magazine.

We are writing to make you aware that the library operates a self-censorship system. This means that we, as a school, will not restrict your child from reading any material. Instead, we encourage parents/guardians to monitor their child's reading habits and encourage appropriate choices.

Your child is welcome to visit the library before school, at break and lunch times, and after school. We also run lunch time sessions for KS3 students on set days. Please see the timetable below:

- Monday – Year 7
- Tuesday – Year 8
- Wednesday – Year 9

Other year groups can pop into the library to change their library books at break times, and before and after school on these days.

Each student can take out a maximum of three books on loan at any one time. The loan period is two weeks, but books can be renewed if necessary. There will be a charge of a fixed fee of £5.00 towards the cost of a replacement book, if any book is lost.

If you wish to visit the library, or have any queries, please contact Mr Lakins (Head of English), on dlakins@johnferneley.org or Mrs Newman (Librarian), on vnewman@johnferneley.org.

Yours sincerely,

Mr D Lakins
Head of English

Mrs V Newman
Librarian

