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*Headteacher: Mr William Neighbour*

Dear Parents and Carers,

Tuesday 25<sup>th</sup> April 2023

### **Library Audit**

To keep our library stock current and to support the children's learning in class, we subscribe to a scheme from the 'Schools Library Service' (SLS) who lend us books on a long-term basis. As part of their annual checks and balances, SLS audit a selection of the schools that use them and we have been selected this year. Whilst this is nothing to worry about, if we can't account for 5% or more of the books we have borrowed, we are liable for the cost to replace the missing books.

To help us be within the 5% allowance, please ensure your child has any books they have borrowed from us in school on **Tuesday 2<sup>nd</sup> May**. Each class teacher will label and collect in the books and will store these in school overnight. We hope to return the books to the children the following day but if the audit is running behind schedule, it might be the Thursday of that week. The reason for asking for the books to be in school on the Tuesday is so we can then send additional reminders home if needed before the audit on the Wednesday.

Thank you in advance for your support with the completion of this audit and the avoidance of any fines!

Yours sincerely

Mr William Neighbour  
Headteacher