

15th October 2025

Dear Parent/Guardian

Library fines - Starting after October half-term

I am writing to you as the school librarian to make you aware that following several books that have which gone missing or been long overdue, Brymore Academy are now going to be instituting fines of 50p per book per week for books that are not returned or renewed within 14 days of borrowing.

For example, a student who borrows a book for six weeks without returning or renewing it, will be liable for a fine of £3.00, but only 50p if they forget to return or renew a book that is one week overdue. All payments will need to be made at the finance office.

For the first few weeks of the 2025/26 term, we have not instituted library fines, simply to allow students to get used to the library system. Form tutors are emailed each week with a list of students whose books are still overdue and to remind them to return these to the library. However, there are some students who have books which are hundreds of days overdue and have not attempted to return them.

If a student loses or misplaces a book, we will charge them for the cost of a replacement via our suppliers, Somerset School Libraries Service. Costs may vary depending on the type of book – for example, a paperback might be much cheaper to replace than a hardback or a reference book. We will, however, allow students a grace period of seven days in which to locate the book, without charge, just in case they are able to find it again. For your reference, a paperback edition may cost £8.99 to replace, a hardback could be up to £19.99 depending on size. We will inform you of any costs in a letter or email home.

We are also very keen to ensure that books are returned in good condition, as this embraces one of Brymore Academy's core values of Responsibility. We are aware that accidents can happen (such as water damage or broken spines) and will endeavour to repair books with a certain degree of fixable damage. However, we will let both yourselves and the student know if a book is so badly damaged as to require replacement, and therefore the cost of reimbursement to us, as detailed in the paragraph above.

The fines and replacement costs are to ensure that the library can be fairly used by all and that the students are aware they must remember to take care of and return their book loans.

We have a broad and varied collection of books for our students, and a good percentage of our stock is found on Accelerated Reader, so they can keep up with the reading requirements expected at Brymore Academy.

Should you have any queries, or we can further assist in any way, please feel free to contact ness.flack@brymoreacademy.co.uk

Yours sincerely

Ness Flack
School Librarian