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Woodlands Academy, Hathaway Gardens, W13  
ODH

Head Teacher: Mrs Sonia Magan

Together We Achieve

7th October 2021

Dear Parents & Carers,



**Re: Woodlands New Library**

I am pleased to announce that our new Woodlands School Library was launched today! After the fitting of a new roof, bespoke furniture, a new interactive screen, new Chromebooks and a big batch of new books, we celebrated today with special library visits, poetry activities and parties! It was a GREAT day for all!

As part of our new library, we have also spent a great deal of time scanning and cataloging our books onto our new software. This will allow us to keep track of our books and enable children and staff to sign books in and out. This is the same process you would have in your local library.

Commented [1]: onto our new software.

As from today:

- children will visit the library every week with their class.
- they will be given their own special barcode which they can sign books in and out of the library with. This barcode label will be stuck in their Reading Record/Journal which they should be bringing in every day.
- they will be able to take out x2 books at a time.
- x1 books will be from a selection of books that are appropriate for their reading age and level.
- x1 book will be any book of their choice.
- children will also be able to keep their books for 2 weeks. If they would like them for longer, that is fine, but they would need to sign them out again.
- they will have their own book bag to keep their books in (given out at the start of the year).

Commented [2]: label

What can I do as a parent/guardian?

- encourage your child to read every night. This also includes someone else reading to them at home and talking to them about their books.
- ensure all books brought home are taken care of and kept in an acceptable standard.

Commented [3]: and talking to them about the books they are reading at home and school.



- ensure your child brings their books and reading record/journal to school every day in the book bag they have been given by school.



#### Lost books, bags and overdue books

- If your child has lost their plastic book bag, **you can purchase another one from the School Office for £1**. If you would like to purchase a green Woodlands Academy fabric bookbag, you can purchase this here: <https://kevins-schoolwear.co.uk/shop/ols/products/woodlands-academy-bookbag-with-logo>
- **Any books that are lost will need to be replaced. You will be charged £5 for us to replace the book or we are also happy for you to buy a replacement yourself. Until then, your child will not be able to take out any other books.**
- All children have 2 weeks to keep their library books. After this, should they wish to keep their book, they will just need to sign it in and out again.
- **Overdue books: Once a book is shown as 'overdue' on the system, you will be sent letters to remind you to return it. After 30 days, you will receive a final warning letter and if we still have not received it, we will then contact you for payment so that we can replace this book.**

I would like to thank our team for working exceptionally hard to get the library ready for the children and a special thank you to Mrs Kanval, our English Lead who led and coordinated our Library project.

I would also like to thank all our children and families for their patience and understanding while we have been working to get our library ready. We are excited for children to start taking their books home and look forward to continuing to develop reading at Woodlands.

Yours Sincerely,

A handwritten signature in black ink that reads 'Sonia Magan'.

Sonia Magan  
Headteacher & Digital Lead

