



Harrow Way Community School

Learning for life, success for all

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Unreturned loans reimbursement policy

19th November 2024

Our Governing Body has previously agreed the following in accordance with the School Remittance and Charging Policy - *Library books which remain unreturned after three months will become chargeable or will need to be replaced with a new copy or excellent condition second-hand copy.*

We have recently reviewed this and continue to research how other schools manage this process. We are confident that we continue to be fair in our approach. In November 2024, our Governing Body again agreed to this approach. Unlike most secondary schools, we will not charge daily late fees or ask for a replacement or reimbursement immediately that a loan is overdue.

Our policy will continue to be that items unreturned after three months from issue will lead to a payment or replacement request via Scopay. Students will continue to receive automated overdue reminders to their school email account, through Tutors and on the Student Bulletin. They will continue to be incentivised by house points for loans and returns. Students with overdue loans will remain able to borrow.

The use of our fantastic online reading platform, SORA, with over 7,000 books, comics, magazines and audio books for 4 to 18 year olds, remains free 24/7 as do our 4,000+ physical books, our homework and study resources including printing and our clubs and activities. We will continue to purchase new stock each half-term and to actively encourage all students to read for pleasure and to read for purpose. Reading well is an important academic and life skill. Naturally, we do not want to discourage students from borrowing. However, we need to maintain stock at suitable levels for the advantage of all students. Thank you for your support.

