



## Bishop Wood C of E Junior School

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Mrs. L.A.Hardman, Headteacher

Dear Parents,

We have two libraries at school one for levelled fiction books which is located mostly in around the school dining room and one for non-fiction books located in our main reception library. Children have free access to the fiction library and can change books as often as they wish. They visit our non-fiction library once a week and can borrow up to two books at a time.

Once again we would be very pleased to have parents coming in to help with the issue of non-fiction library books for their child's class. These library sessions will last approximately an hour but often take much less time. Sessions will cover both classes in the year group. Please see below:

These library sessions are often lively but fun and we hope you will enjoy them as much as the children do. The book exchange times are as follows:

<b>3I</b>	<b>2pm – 3pm</b>	<b>Thursday</b>	<b>5F</b>	<b>9am – 10am</b>	<b>Wednesday</b>
<b>3B</b>	<b>2pm – 3pm</b>	<b>Thursday</b>	<b>5DR</b>	<b>9am – 10am</b>	<b>Wednesday</b>
<b>4H</b>	<b>9am – 9.30am</b>	<b>Tuesday</b>	<b>6C</b>	<b>9am – 9.30am</b>	<b>Monday</b>
<b>4DR</b>	<b>2pm-2.30pm</b>	<b>Monday</b>	<b>6M</b>	<b>9am – 9.30am</b>	<b>Monday</b>

Don't worry if you can't spare time every week as we are usually able to prepare a rota of willing parents from each year group which should mean that you may only be needed once or twice a term.

If you have not helped in the library before I would be very happy to show you how it all works, do pop in to see me. I am in school Monday-Wednesday and would be available to meet any time after 10am.

It is a requirement that all **regular** parent helpers (helping once a week or 4 times in a month) have a valid DBS (Disclosure and Barring Service Check); this is very easy to do and can be arranged with the school office. If you already have a DBS check for Goldfield and have helped there **regularly** with a gap of no more than 3 months (excluding the holidays) we are able to accept this check. Please could you bring in your Goldfield DBS check certificate along with some address and photo identification (i.e. driving licence/passport).

I would like to issue a class rota to all volunteer parents detailing names and telephone numbers so that you can re-arrange inconvenient days with each other. If it is **not** acceptable to issue this information to other parents in your child's year group, please let me know.

If you are able to help and are happy to be part of the rota of parent volunteers I would be grateful if you could either, fill in the slip below and return it to the office by **November 20th** or let me know via email [library@bishopwood.herts.sch.uk](mailto:library@bishopwood.herts.sch.uk) before Nov 13<sup>th</sup>, whichever is more convenient for you.

Kind Regards



Sarah Lloyd  
School Librarian

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**FAO – Mrs Lloyd**

**Library Helper Reply Slip**

Childs Name	Childs Class	Your name	Preferred contact number

I am happy to share my contact details with other library helpers from my child's year group.