



Overdue LRC Books

Dear Parents and Students

Please see the system below that has been implemented to avoid overdue library books:

1. The automated system will send each student three messages, reminding them of when the book is due back and when it has become overdue. Please check junk mail for these messages. (NB. If an administrative error has occurred and your son/daughter has not borrowed this book, they will need to see me in the LRC to clarify this.)
2. If a book is overdue, the student will be contacted on Teams with a further reminder to return/renew it.
3. If the book has not been returned/renewed a week after the Teams message, the student and his/her parents will be contacted by me via email with a final reminder.
4. If the book has not been returned a week after the final reminder, the student will be charged for its full cost, which will appear as a payment option on Scopay.

We appreciate your support in encouraging your son/daughter to return/renew books they have borrowed from the LRC, and we thank you for your understanding.

Please contact me (sk@strs.org.uk) if required.

Best wishes

Sylvia Kellaway (LRC Manager)

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