

**Woodpark Primary School**  
**Lost or damaged book policy**

At Woodpark we have invested a lot of money in our reading resources to give the children the best choice, enjoyment and support we possibly can. Reading is one of the most important areas of child development - fostering the development of listening skills, spelling, reading comprehension, vocabulary, and establishing essential foundational literacy skills.

Research has shown that children who read, are read to and have a positive attitude towards reading are three times more likely to have higher levels of mental wellbeing. It has also shown that children who read are able to deal with stress, anxiety and social situations more easily.

It is for these reasons and more that we are very keen to build a positive culture of reading at Woodpark – a culture based on both enjoyment and respect of books.

Unfortunately some books in our new collection have been lost or damaged. While we understand that book loss or damage can be accidental, we want our book collection to remain exciting, accessible and complete for a long time to come. If we start to lose or damage books on a regular basis our sets will become unusable and unfortunately the school does not have the funds to replace these books.

For this reason, we are introducing a new policy towards lost or damaged books.

The school first of all encourages all children to take good care and show respect towards their books. This includes placing them safely in Homelink folders and ensuring they are not damaged in bags.

If a book has not been returned on the day it was supposed to be, the child will be given a reminder note to bring the book in the next school day (as shown opposite). If the book has been left at a relative's house and will not be able to be returned for a couple of days, adults should write a note explaining this on the back of the missing book note.

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| <p style="text-align: center;"><b>Missing book note</b></p> <p>_____ has recently<br/>been given home the book</p> <p>_____</p> <p>and it hasn't returned to<br/>school.</p> <p>If possible can you help<br/>them look for the book and<br/>return it in the homelink<br/>folder to help keep a set.<br/>Thank you!</p> |
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If the book has been lost or damaged, we ask that it be replaced by the parent/carer. To help with this, the school offers two choices –

1- The school will provide a weblink to where the book can be purchased directly by the parent/carer and then sent in to school to replace the original.

2 – The parent can use their ParentPay account to pay the cost of the book, and the school will then replace.

The children are aware of this policy and we hope it will encourage the already high levels of respect they have for their books. We appreciate your understanding in the matter and with your continued support we look forward to providing the children with the latest and best reading resources available for a long time to come.