



# Clifton High School

co-educational nursery pre-school to sixth form

<b>Policy applies from EYFS to Sixth Form</b>	<b>Text Book</b>
Date policy updated	05.11.2019
Date policy to be reviewed	05.10.2020
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A shaded area denotes a regulation to which all schools must comply	

*Clifton High School is committed to child protection and safeguarding children and young people and expects all staff, visitors and volunteers to share this commitment.*

## Text Book Purchase

- Text books are purchased by each department. They remain the property of Clifton High School at all times, and must be passed to the Librarian for cataloguing before being issued
- The Librarian is responsible for ensuring that all textbooks are catalogued and have a barcode before returning to departments for issue
- Departments are responsible for covering or jacketing text books before being issued to pupils; the Librarian can advise and assist in ordering appropriate materials

## Text Book Issue

- Text books which are used by teachers should be issued to those teachers as loans, so that they are accounted for in the catalogue
- Books must be issued to students using the electronic catalogue. Teachers can either do this themselves, or provide the Librarian with the barcode numbers for each pupil in every class, and the Librarian will enter them onto the catalogue
- Pupils must be advised to
  - write their names neatly in the front of any books which have been loaned to them
  - keep a list of their text book barcode numbers in their planners

## Text Book Return

- At the end of the course, topic or year, text books must be returned to school
- Heads of Department are to ensure text books for Y7 - 9 are collected in during the final week of term. This is also the case for any Y10 or Y12 books that will not be required for the following year
- Y11 and Y13 books can be returned after each subject exam via labelled boxes in the Room to Question. Any books not able to be returned in this way must be handed in directly to the librarian, before the final deadline
- The Librarian will publish reminders of the procedures and a final deadline date for returning text books in a timely and clear manner, so that all teachers, pupils and parents are aware of them
- The Librarian will make available multiple drop off locations in order to facilitate the timely return of text books

## Lost or Damaged Books

Any lost book, or book damaged beyond use, must be reported to the Librarian by the pupil or teacher, so that a replacement can be ordered, catalogued and issued in a timely manner. The cost of the replacement will be added to the fees bill.

**Missing or Late books**

Any missing or late text books will be deemed unreturned and will be subject to a replacement fee, that is, the full cost of a new textbook which will be added to the fees bill.

**Text Book Disposal**

Text books which departments deem no longer fit for use at the end of the year must be disposed of via the Library so that they can be removed from the catalogue. Once removed, the Librarian will advise departments about arranging for the collection of books to be recycled or donated on to other organisations.