



Sequential
Courses

weekend supplementary school

Educating the Children of Tomorrow

SAIS - SC Library Policy

SAIS  School of
**ARABIC
& ISLAMIC**
Studies

WHERE AUTHENTICITY IS TRADITION

1. All children from foundation to Key stage 4 must attend the library.
2. SAIS Library and the librarians themselves will be operating and working from 9.00am – 9.25am.
3. Children must borrow one book every week, they should read it, understand it, and write any questions they may have after reading the book.
4. SAIS librarians are senior SAIS students. So, questions can be discussed with them between 9.00am -9.25am.
5. Children must present their diary booklet to the librarian, in order to borrow a book, and it will be signed by the librarian, both in the case of borrowing and returning.
6. The books are only for enrolled SAIS students, they cannot be given to anyone else.
7. Books can be borrowed for 1 week only, as we have a limited number of books, and to ensure the books are available for other children to borrow.
8. £1 penalty fee must be paid immediately for any overdue returns.
9. The £1 penalty will be due even if a child arrives late to the library any time after 9.25am.
10. Parents will be charged the full price of the book, in the case where there is any damage (drawing, writing, ripping of pages, unnecessary bending of pages) to the book whilst in your child's possession.
11. Full charge of book must be paid in case if books are lost.
12. Money collected from the penalties will be invested in the library itself to purchase more books.
13. Books must be returned to the librarians ONLY, between 9.00am - 9.25am.
14. Books are NOT allowed to be given to classroom teachers, or any other member of staff.