

IGCSE/GCSE BOOK RETURNS

Friday 11th June, during Period 2

Boys will be taken down to the South Porch (or Bell Room Foyer), 2 houses at a time, to return their books.

There will be several teachers on duty who will:

1. Write the boy's name on a form.
2. Look in the bag to check which books are in there and tick the books off on the form.
3. Direct the boys to the Bell Room to put the completed book return forms in a box on the counter and put their books on the relevant subject piles.

Any additional books, such as History Library coursework books, should be kept in a separate bag and labelled with the boy's name. (I can provide brown tags).

The Library staff have been contacting boys who have books outstanding and a list of the boys who have not returned books has been given to the Bell Room, so we can remind them. If boys are not leaving the school and would like to keep the books for longer they may do so, but they have to contact the Library.

If you have any queries, please contact bellroom@bedfordschool.org.uk