



ASHLAWN  
SCHOOL

April 2026

Dear Student

**Welcome to Ashlawn School Library!**

When you arrive in September you will have an induction to the library, sometime during the first half term, usually through your English lessons. I will talk to you then about how to use the library, the types of resources we have available and what is expected of you when you come in to use the facilities. You will also be given a Student Handbook during the induction for you to keep and refer to.

To help prepare you for what is expected of you a Library Student Code of Conduct information sheet is available below. These are 'the rules' that we expect you to observe when using the library. Please read through with your parents / carers and become familiar with what is expected of you when you come to use the library.

I look forward to meeting you all in September and I wish you all a very enjoyable summer.

Happy reading!

*Mrs Mills*

Mrs Mills  
Librarian

 Proud to be part of the  
Transforming Lives Educational Trust

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## Ashlawn School Library Student Code of Conduct:

I understand that:

- The library is only to be used for quiet study and reading
- The computers and other IT equipment are to be used sensibly
- Games must not be played on Library computers at any time
- Food and drink **must not** be consumed in the library under any circumstances, this should be confined to the Canteen
- I will take care of all resources in the library
- Anything that I borrow is my responsibility and no one else's
- I must return all items borrowed on time
- I can renew items if necessary
- Overdue items will be charged at a rate of 10 pence per item per week or part of a week
- Any items lost or damaged will incur a charge of the full replacement cost for that item
- I shall at all times behave in a quiet, orderly and sensible manner
- I shall respect the wishes of the Librarian and her assistants at all times