

**ISLAMIC PRIMARY SCHOOL**  
**NOTICE**  
**Library**

E/IC/SC/20/5  
1<sup>st</sup> September, 2020

Dear Parents,

Please read the following notices:

**(A) Library Rules**

1. Borrowing and Returning Library Books
  - Each student may borrow library books.
  - Library books may be taken out for 2 weeks.
  - Borrowers should return their books on or before the due dates.
  
2. Overdue Books
  - An overdue notice will be sent to the borrower if the book is overdue. If there is no response to the notice, students will not be allowed to borrow books.
  
3. Loss or Damage to Library Books
  - **Lost library books must be reported to the librarian.**
  - **Students will be held responsible for any lost or damaged library books and must pay the total cost of replacing the book.**

**(B) Morning Reading Session**

Our school encourages a reading habit by having regular morning reading sessions before class. Students must bring a reading book.

**(C) Parent-Child Reading Scheme**

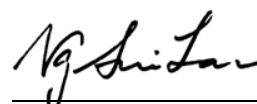
- Progress is recorded in the reading record book.
- Students record information about the books they have read and parents sign the record to show that their children have read the books. (Score 1 point)
- Parents read with their children and do the worksheets together. (Score 1 point)
- The highest three scoring students in each level can obtain an award certificate once each semester.

**(D) Star Award Reading Scheme**

Students are able to read at the following levels will receive a commemorative certificate from the school.

- Gold:** An **outstanding** reader who reads **60** books or more
- Silver:** A **great reader** reads **30** books or more
- Bronze:** A **very good** reader who reads **20** books or more

Yours sincerely,



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Ng Sui Lan  
Headmistress