



Book Borrowing Policy

Version	Date	Name	Summary of Changes
1	April 2025	M.Aston	
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Aldenham Education Group Vision

Aldenham Education Group is a disruptive, owner-operated education organisation committed to redefining excellence in international schooling. Rooted in the 425-year legacy of Aldenham School in the UK, we blend tradition with innovation to create non-franchise schools that are built on substance, not scale.

Our ethos is driven by the Japanese philosophy of *Kaizen* – a relentless pursuit of continuous improvement. We champion a culture of meritocracy, where talent is recognised, effort is rewarded, and every member of our school communities is empowered to grow and thrive.

We believe in delivering high-quality academics alongside a rich co-curricular programme, strong pastoral care, and a deep commitment to wellbeing. Our schools provide a rounded education where every child is known, valued, and nurtured — developing character, confidence, and the skills to succeed in life.

Aldenham Prep Riyadh Mission

At Aldenham Prep School, we provide a happy, nurturing, and warm environment where quality learning takes place, and the needs of each individual child are fulfilled.

Aldenham Prep Riyadh Aims

Our Key Aims

- ✓ *To encourage a love of learning in order to aspire to academic excellence and a broad education for all pupils*
- ✓ *To foster good relationships and partnership between staff, pupils, parents and the wider community*
- ✓ *To ensure that each individual pupil is nurtured, and encouraged to make the most of their own special talents*
- ✓ *To emphasise the importance of the social, moral and spiritual dimensions of community life in a modern society*
- ✓ *To provide a well-planned, well-organised environment giving children rich and stimulating experiences*

Aldenham Prep Riyadh Book Borrowing Policy

Introduction

At Aldenham Prep Riyadh, the library is a vital part of our learning environment, inspiring a lifelong love of reading and supporting academic achievement. To ensure all students benefit from this resource, clear borrowing guidelines are in place.

1. Library Book Borrowing

Borrowing Entitlement

- Students may borrow **one (1)** library book at a time.
- In addition, students may borrow **one (1)** designated class reader.
- Additional borrowing may be permitted at the discretion of the Librarian.

Borrowing Period

- Library books are issued for a period of **one (1) week**.
- Students may request **one renewal** for an additional week, provided there are no reservations on the book.

Care and Responsibility

- Students are expected to treat all borrowed books with care and respect.
- Books must be returned in the same condition in which they were issued, free of scribbles, tears, or missing pages.
- Students must be accompanied by an adult when borrowing books.

2. Home Reading Books

- Students may be issued **levelled reading books** as part of their home reading programme.
- Home reading books are assigned by the class teacher and are carefully matched to the student's reading ability.
- Students are expected to return their home reading book **before** a new book is issued.
- Depending on reading progress, students may receive a new home reading book **one to three times per week**.
- Lost or significantly damaged home reading books will incur a **replacement charge of 100 SAR**, in line with the Library policy.

3. Late Returns

- A reminder will be sent after **seven (7) days** if a library book is not returned by the due date.
- Persistent late returns may result in a temporary suspension of borrowing privileges.

4. Lost or Damaged Books

- A fee of **100 SAR** will be charged for any lost or significantly damaged books (library or home reading).
- Borrowing privileges will be suspended until the fine is paid.
- For minor damages, the Librarian will assess and determine if a repair fee is applicable.

5. Parental Communication

- Parents will be informed of any outstanding fines or unreturned books.
- We encourage parents to support their children in developing responsible borrowing habits.

6. Conclusion

By adhering to these expectations, students will contribute to a vibrant and well-maintained library and home reading programme, fostering a shared culture of respect, responsibility, and a lifelong love of reading.