



## THE PORTSMOUTH GRAMMAR SCHOOL

Headmaster: James Priory MA

September 2010

Dear Parents

### **After School use of the Library**

The Library is available after school between 3.50 pm and 6.00 pm from Monday to Friday for quiet study by pupils. The library facilities are excellent; there is a fantastic range and variety of resources to enhance pupils' studies and after school is a perfect time to use these facilities to the full.

This provision gives an opportunity for pupils who cannot be collected at the end of school to do homework in a quiet and safe environment. During this time, the Librarian, Mrs Godfree, is available until 5.30pm to help and advise pupils on information-finding or reading choices, and there is a member of staff who assists with supervision until 6pm. Please note that pupils are expected to sign in and out of the Library and remain there until they are due to leave School for the day. In particular, Middle School pupils are not permitted to leave the site between the end of lessons and going to the Library. They are expected to do homework during this time and must arrive with the intention to work in silence. If a pupil does not follow these rules then parents will be contacted and the provision removed.

Parents are responsible for collecting their children and should ensure that this occurs before 6.00 pm. We encourage pupils with mobile phones to have them on silent/vibrate so that parents can contact them when they have arrived to collect them – we hope this is more convenient for parents and also limits disruption in the Library. In the event of an emergency, the School Receptionist should be contacted on the school telephone number before 5.15 pm.

If you have any queries regarding this after school provision then please do not hesitate to contact me.

Yours sincerely

**L J Wilson**  
**Deputy Head (Academic)**

023 92681393

[l.wilson@pgs.org.uk](mailto:l.wilson@pgs.org.uk)

High Street, Portsmouth, Hampshire PO1 2LN Telephone 023 9236 0036 Fax 023 9236 4256

Email [info@pgs.org.uk](mailto:info@pgs.org.uk) Website [www.pgs.org.uk](http://www.pgs.org.uk)

*Founded by William Smith MD, 1732*

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