



# Vision Schools Library Service

Fees & Charges  
25/26

# Fees & Charges

\* Excluding VAT (where applicable)

## Primary Schools

London Borough of Redbridge  
(including Special Schools)

**£7.80** per pupil

Other London Boroughs

**£8.60** per pupil

Private Schools

**£9.80** per pupil

## Secondary Schools

Yearly Subscription

**£2200** per school

## Early Years

Nurseries & Play Groups

**£7.80** per child

Children's Centres

**£400** per centre

## Pay As You Go

Blue Box Loan

**£100** per box

Individual items

**£4.00** per item

Artefact Loan

**£75** per box

Redbridge Book Awards

**£200** per school

Carnegie Awards

Shadowing Loan

**£40** per set

## Advisory & Bespoke Services

Advisory Visit (half day minimum)

from **£150** per h/d

Primary School Library Maintenance (Half day minimum)

from **£150** per h/d

Refresh Your Stock  
(Secondary only, 500 max.)

from **£5.00** per book

## School Librarian

4 hours p/w for 39 weeks

**£4500** (min. 1 year contract)

8 hours p/w for 39 weeks

**£7500** (min. 1 year contract)

# Terms of Service

## **Loans**

Loan requests can be submitted by individual teachers via our online request form, email or phone. All loans are made subject to availability.

## **Delivery & Collection**

Delivery is included in the Subscription package. Materials will be delivered during the first 4 weeks of term providing at least 1 week's notice before the end of the previous term is given of topics required.

## **Renewals**

Items can be renewed by phone or email up to 3 times. Please quote the relevant barcode number.

## **Overdues**

A reminder letter will be sent after the due back date. A 2nd letter will be sent to the Head Teacher asking for the account to be settled. If there is no response from the school or individual teacher, SLS reserves the right to withdraw the loans service to the teacher until the matter is resolved.

## **Responsibility**

The school will be responsible for all lost or damaged items and blue boxes, and should, if necessary, claim from the school insurance to refund the SLS.

## **Complaints**

Complaints should in the first instance be by telephone to the service.

## **Service Alterations**

SLS reserves the right to alter the services offered and terms of the Subscription subject to business needs. Any alteration will be communicated to the school in writing within 6 weeks of the proposed alteration's commencement.

## **Subscription Renewal**

SLS assumes re-subscription to its services at the end of the subscription period. If the Client does not notify SLS by 31 March that they do not wish to renew for the next financial year, the Client will be liable for one term's charge.



# Subscription Form

Please fill and return to -

## Vision Schools Library Service

Redbridge Central Library  
Clements Road, IG1 1EA



via email to [schoolsresources.library@visionrcl.org.uk](mailto:schoolsresources.library@visionrcl.org.uk)  
or subscribe online at <https://vrcl.uk/subscribe-to-SLS>

**Name** .....

**Position** .....

**School** .....

**No. of Pupils** .....

I would like to subscribe my school to the Vision Schools Library Service.

### Type of Subscription

☐

Primary

☐

Secondary

☐

Other (Please Specify)

.....

### Type of School

☐

LMS

☐

Private

☐

Other (Please Specify)

.....

### Borough of School

☐

Redbridge

☐

Barking & Dagenham

☐

Newham

☐

Waltham Forest

☐

Other (Please Specify)

.....

### Length of Subscription

☐

One Year

☐

Three Years

### I am interested in a School Librarian

☐

Yes

☐

No

**Signed** .....

**Date** .....