

The Good Shepherd Primary Catholic Voluntary Academy



Library Policy

Mission Statement

Our mission is to develop our children with active and creative minds,
a sense of understanding and compassion for others and
the courage to act on their Catholic beliefs.

In our school community we celebrate our faith and we work together
to achieve our personal potential by trying to live like Jesus and become
the person that he wants us to be.

Ratified On:	March 2021
Review Date:	March 2023
Chair of Governors signature:	Mrs R. Burke
Head Teacher's signature:	Mrs M.H.B.Williams

LIBRARY POLICY

“Books are the quietest and most constant of friends, they are the most accessible and wisest of counsellors and the most patient of teachers” Charles W Eliot

Purpose of the Library Policy

- To develop our children with active and creative minds, a sense of understanding and compassion for others and the courage to act on their Catholic beliefs
- Provide a safe and stimulating environment where children come across challenging and creative learning experiences
- Staff, governors, parents, carers and the community are motivated to be life-long learners
- To ensure everyone has the skills to achieve their potential in an environment of mutual respect and personal responsibility
- Value each person’s contribution irrespective of ethnicity, gender, ability and religion

Aims

The aims of the library and reading corners are:

- To develop and support a love of reading
- To develop and improve independent learning skills
- To encourage research and information skills so that children can become confident in drawing on data and applying it
- To learn in a comfortable and creative environment
- The library should continuously evolve, responding to learning and teaching needs

Objectives

The objectives of the library and reading corners cover the following areas:

Accommodation

- Class reading corners and the library are furnished attractively with comfortable cushions and other furnishings
- Shelves and mobile kinder/topic boxes displaying books
- Layout of books are accessible by all children and adults
- The lunchtime library club offers the opportunity for children to read a selection of books that are not restricted to bands, as well as newspapers and comics.

Staffing

- The library is managed by all staff with the help of the children and volunteers
- The English Coordinator has responsibility for managing the budget and organising the library accordingly

Learning resources

- The school subscribes to Nottinghamshire County Council's Educational Library Service

Organisation and Management

- Systems are used to organise the books – fiction is filed using the coloured Book Band System and non-fiction is categorised by subject
- Borrowing of books is managed by staff. Each pupil is able to borrow a book according to their Book Band, to read in the classroom and at home

Stock Selection

- Overall responsibility for co-ordinating the stock in the library and reading corners is undertaken by staff, by reporting to the English Coordinator
- Commission earned from book fairs, helps towards the purchase of new books
- Parents and carers supplement the stock with donations of second-hand books
- The library requires a balance of fiction and non-fiction books for all age groups
- Staff keep up to date with new books that are available
- Use of a Children's Request Box gives children the opportunity to post a form with the suggestion of a book title or author they would like to have in the library with a view to borrowing it

Funding

Books wear out and become outdated. The average life expectancy of a book is on average 10 years. It is suggested that there is a need to replace 10% of library books per annum. The library budget is able to cover the cost of replacement with additional funding to bring resources up to a suitable level.

The English Budget covers most of the costs of purchasing new books. Purchase of books is supplemented via fundraising, commission from book fairs and donation of second-hand books.

Support for teaching and learning

- Pupils and staff use the material for learning and to promote the enjoyment of reading
- The books help to develop and support independent learning
- To develop information skills and how to analyse that information

Community Links

The Library and reading corners can provide a link to our community with teaching staff and governors working together to arrange school activities to involve parents and carers to promote the love of reading and its importance of lifelong learning.

One such event is Everyone a Reader in Class (ERIC), where volunteers read with children from each class, on a weekly basis, for the whole of the academic year. As well as this, the Reading Café, gives students and parents the opportunity, after school, to share a book together.

There is also the relationship with our local public libraries; with organised visits by the children introducing them to benefits of being a member of their local library.

Health and Safety

- Ensuring all routes are clear and uncluttered
- Shelving is at the correct height for children and adults and are not overloaded or top heavy
- Kick/topic boxes are not overloaded and easily accessible

Monitoring and evaluation

The library is to be monitored and evaluated on an annual basis by the English Coordinator, with books updated and replaced where appropriate. Regular pupil voice questionnaires and informal conversations with pupils and teachers allow for books to be updated accordingly.

Links with other school policies

The Library Policy links in with the English Policy and forms part of the School Development Plan, helping the children achieve their full potential.

Racial Equality & Equal Opportunities Statement

All children have equal access and inclusive rights to the curriculum regardless of their age, gender, race, ethnicity, religion, belief, disability or ability. Books are chosen carefully to ensure that every child is represented. Work planned is differentiated to meet the needs of all groups and individuals. Good Shepherd Primary Catholic Academy is committed to creating a Christian climate which will enable everyone to work free from racial intimidation and harassment and to achieve their full potential.

Review

The Head Teacher and staff will review this policy during the Spring term 2023, any suggested amendments will be presented to the governing body.