



**Welcome to
St Aubyn's School Library**



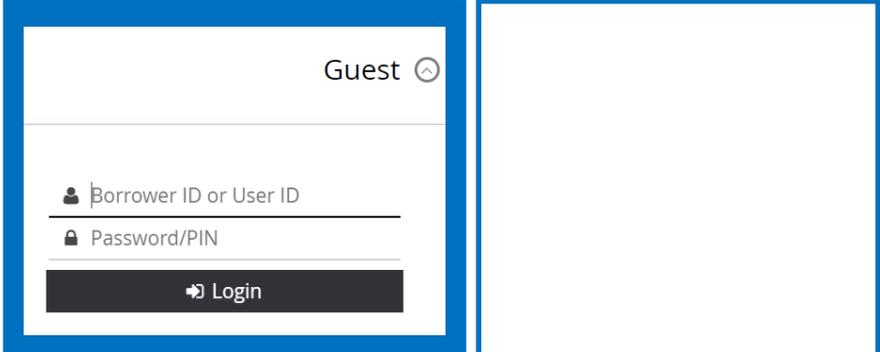
The Library App

The Accessit Library Web App allows students, parents and staff to access the school library catalogue from any device. With the web app parents can, amongst other things:

- ◇ Access amazing reading resources
- ◇ Monitor their child's library account and see which books they have loaned
- ◇ Reserve books
- ◇ View reading lists
- ◇ Browse the latest books added to the collection

To access the app:

1. Load the school library page: <https://staubyns.com/school-life/library/> and click on 'online catalogue'.
2. To log in, type the unique borrower ID into the box and press 'Login'. No password is required.



The screenshot displays the login screen of the library app. At the top right, there is a 'Guest' dropdown menu with a chevron icon. Below this, there are two input fields: the first is labeled 'Borrower ID or User ID' and the second is labeled 'Password/PIN'. At the bottom, there is a dark grey button with a white arrow icon and the text 'Login'.

THE DAY

The Day (recommended for pupils aged 11+)

The Day is an online current affairs resource for parents, teachers and older pupils. It produces daily articles about the most important events and stories from around the world.

The content and activities on the website aim to help young people become critical thinkers, developing the skills they need to become global citizens.

The Day covers challenging news stories in a considered, balanced way so that young people can build resilience and get facts, not fake news.

Students and parents can access this website at school and at home so that they can use the content for research, discussion or to encourage debate.

To access these resources, please use the following details:

www.theday.co.uk

The login details are:

Username: staubynsschool

Password: staubynsschool

Or use the link on the library website:

<https://staubyns.com/school-life/library/>

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Dear Parents,

My name is Miss Cook and I am the School Librarian. Myself and Mrs. Anthony, our Library Assistant, warmly welcome you and your children to St Aubyn's School Library; a place of learning and discovery, of sharing stories, reading recommendations and digital technology.

The Library offers a range of services to pupils, parents and staff. This booklet is designed to introduce our services to you and provide you with your child's login details for the Library catalogue.

At St Aubyn's we aim to allow pupils as much access as possible to the Library and its collection. We stock everything from picture books, audio books, graphic novels, poetry, recipe books and more besides.

The Library is open throughout the school day. We keep all the Library cards here so you never need to worry about your child misplacing it. They become members of the Library automatically on their first day of school.

We look forward to seeing you soon!

Best wishes

Miss Cook BA (Hons) MA

School Librarian

r.cook@staubyns.com

Throughout the year we theme displays to promote books and celebrate events - for example, we might highlight Non-fiction November, Author visits or Science Week.

At the end of each term, we publish a Library newsletter which is full of recommendations of good books for pupils to enjoy. But we are happy to suggest books for children if you're struggling for ideas at any point in the year. We also find the following websites really helpful in discovering new books for children:

- <http://www.booktrust.org.uk/books/children> - They also have some top tips on how to read with your child.
- <http://www.readingzone.com/home.php> - Find out about new titles and competitions.
- <https://www.penguin.co.uk/puffin/> - Plenty of reading inspiration, activities, extracts, quizzes and recommendations.
- <http://www.lovereadings4kids.co.uk/> - This is my personal favourite because it gives age rating guidance for children's books and can help you be more confident about the appropriateness of the content.

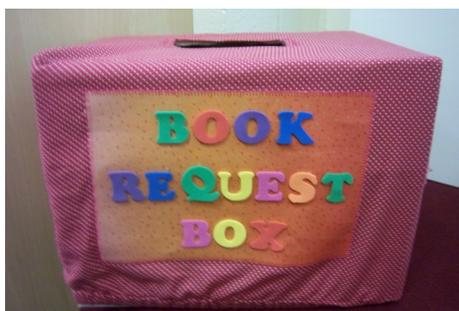
My best piece of advice (which you'll hear often) is read with your child and talk about books. Read at bedtime, listen to an audiobook in the car and perhaps even see a children's book come to life on stage. Surround children with great books and they'll become great readers.

Reading for Pleasure

Enabling pupils to develop a lifelong love of reading is at the heart of everything we do at the Library. We organise visits from authors, poets, storytellers and illustrators to enthuse pupils about books. We celebrate reading events - such as World Book Day and National Poetry Day.

We run Book Fairs to allow students the opportunity to purchase books. Research shows that there is a link between the number of books children have at home and attainment.

We have a Book Request Box which we encourage pupils to use to suggest new books to order for the Library. An important factor in developing reading for pleasure is choice; choice and interest are highly related. Therefore, we believe that children should be given the freedom to make their own reading selections from the collection. The variety of children's taste in books is fascinating!



Pupil Code of Conduct

1. Enter the Library in a quiet and calm manner
2. Always walk, never run
3. Speak quietly
4. Treat the books carefully and put them back where you found them
5. Ask permission from the Librarian before using a computer
6. Book a computer with the Librarian for use at lunchtime
7. Use the Library for reading, borrowing, browsing, research, creative activity and study
8. Show respect for other users by being polite at all times
9. **Show respect for the equipment by not bringing in food or drink**

Opening Hours

Pre Prep families only

Before school, every day

8.30 - 8.45

Book issuing, returning
and renewing

School use only 8.45 - 4.00

After school, Monday and
Friday only 4.00 - 5.00

Quiet study time for
homework accompanied
by an adult

Book Returns Box

Outside the Library we have a book returns box which is checked twice a day. This is for the convenience of parents and pupils who wish to return Library books at times when the Library is closed.

After School Visitors

On the Monday and Friday after school session, the following additional guidelines apply:

Pupils must be accompanied by an adult at all times. Unsupervised children will be taken to the after school care facility and parents will be charged.

After school we insist on a quiet study atmosphere to enable pupils to complete their homework without disruption. We ask that younger children who are unsettled, be taken home in order to maintain the calm, studious environment which pupils need to focus. Please note the Library environment is not suitable for children under 3 years old.

Loan Allowances

Pre Prep children are allowed to loan one item with their class and one item with their parents before school for a period of one week. However, many parents bring their children to the Library every morning and we are happy for them to borrow and return books on a daily basis. In fact, we encourage it!

For Middle and Senior School pupils, the allowance is two items for two weeks. Items may be renewed up to three times.

Overdue Books

Overdue notices will be issued to pupils or their parents on a regular basis. Pupils with an overdue book may not borrow any items until the book is returned unless permission is given by the Librarian. If the book is still outstanding after three notices have been issued, an invoice will be sent home requesting the cost of the replacement book. Failing this, the cost of the replacement book will be added to the school fees invoice by the Finance Department. Fines are not charged to pupils for overdue books.

Lost Books

If a pupil has reported a book lost, then that pupil will be given a period of time before the Librarian will ask for the cost of replacement. This will allow for the possibility that the book might be found. In the event that the pupil is still unable to find the book, then the pupil will be asked for the cost of replacement and invoiced appropriately.

Children do lose things but please be reassured that we never shout or issue punishments. If they do lose something, we talk to them gently and ask them to find a special place at home to keep books safe in future.