

St Aubyn's School Library Policy

Introduction

St Aubyn's School Library is located on the ground floor of The Colley Centre, a purpose built building at the far end of the main playing field and next to the sport centre. The Colley Centre was officially opened in March 2009. The Library has been in use by pupils, staff and parents from January 2009. It is an excellent location and is accessible to all pupils and staff. Parents are invited to use the library with their children at the end of the school day on Mondays and Fridays 4.00 p.m. - 5.00p.m.

The library is open throughout the school day from 8.30 a.m. – 4.00 p.m. The library is run by the full-time Librarian, Rhiannon Cook and she is assisted by the full-time Library Assistant, Marina Etienne. A member of the library staff is available to issue and return books when classes visit the library for that purpose. At lunchtime, both members of library staff supervise pupils' use of the facility. Use of the library by small groups for research is encouraged by the Librarian and should be pre-arranged in order to best support teaching and learning. A cycle of library induction and research skills is taught to Upper Prep School pupils – Years 3, 4 and 5.

The library is a practical space which was designed to be colourful, functional and child friendly. It is a welcoming and bright room which benefits from much natural light. The library can accommodate two classes – one from the Upper Prep School and one from the EYFS or Pre-Prep School. There is a comfy rug area with 6 beanbags for story time with the Librarian, Library Assistant or class teacher. There is a mixture of fixed shelving and movable units on castors which provides great flexibility. For Upper Prep School pupils there are two cushioned benches which function as a more relaxed reading space. There are six PC workstations which have access to the internet and are available for booking by pupils and staff.

The library stock consists of over 8000 items. Prior to the library's move in December 2008, a significant weeding of outdated stock took place under the advice of Redbridge Schools' Library Service in line with the CILIP guidelines for Primary School Libraries to complete a yearly stock review. Further complete stock audits take place every three years with the most recent taking place July 2022.

The Library also subscribes to online news and current affairs resource The Day.

Personnel and Responsibilities

School Librarian: Rhiannon Cook BA MA

The library is managed by a full-time Librarian who has been working in libraries for over fifteen years and, in particular, school libraries since September 2013. She has completed a masters degree in Librarianship at the University of Sheffield and is a member of CILIP and the SLA.

The Librarian is responsible for strategic planning and development; collection management including stock selection; reader advisory; budget; training; liaising with teaching staff and designing and implementing the library and information skills programme for EYFS, Pre-Prep and Upper Prep School Pupils.

Library Assistant: Marina Etienne

The Library Assistant has a BA in English and History and an MA in Research. She is responsible for issuing and returning books; processing and cataloguing new stock; supervising pupil use of the

library at lunch times; dealing with pupil enquiries; and completing administration tasks applicable to the role.

Both members of staff run after school activities in the library once a week; Sewing on Tuesdays and Drawing Comics on Thursdays.

The Librarian will provide training for the Library Assistant in necessary areas such as day-to-day management of the library space and incorporating technology into library sessions.

The School Library Policy

Mission Statement

St Aubyn's School Library will promote reading, enable pupils to use information independently and effectively, enhance learning and support teaching throughout the school.

Promote Reading

The Library will endeavour to foster a love of reading as a lifelong pleasure by:

Providing a wide range of high quality fiction and non-fiction at age appropriate levels, attractively presented.

Encouraging peer-to-peer, staff and parent book recommendations.

Using displays, competitions, posters and promotions throughout the school.

Involvement and development of Book Week activities including author and illustrator visits, poetry workshops, storytelling etc.

Involvement in national initiatives as appropriate including, but not limited to, book award shadowing, National Poetry Day, Non-fiction November.

Providing opportunities for pupils to buy books through Scholastic book club leaflets, book fairs and book stalls during author visits.

Enable Independent Learning

The Library will enable pupils to become independent learners by:

Equipping pupils with the necessary skills to find and use information effectively.

Encouraging the use of a wide range of information sources including books, encyclopedias and ICT.

Facilitating access to these resources via the online catalogue Accessit, guiding, Dewey Decimal Classification and suitable arrangement of stock.

Enhance Learning

The Library will enhance the learning experience of pupils by providing:

A range of relevant and current information resources to support and extend the curriculum and encourage wider reading.

An environment that is learning centred and suitable for both group work and independent quiet study.

Access to ICT equipment and resources.

Support Teaching

The Library will support the teaching needs of staff by:

Making available information resources for class use, homework and lesson preparation.

Purchasing staff recommendations whenever possible.

Informing staff of new acquisitions and publications.

Making available publishers' catalogues.

Assisting in the development and implementation of units of work involving independent research.

Advising where appropriate on issues to do with literacy and information literacy.

Create opportunities for building pupils' self-confidence

The library will create opportunities for pupils to develop their self-confidence and sense of responsibility by:

Participating in the School's Paired Reading Schemes.

Encouraging all pupils to use the library and its resources.

Training Year 6 pupils to become Pupil Library Monitors.

Enabling pupils to be independent locators of information.

Learning Support / EAL Provision

A wide range of fiction and non-fiction is stocked to cater for all ability levels, this includes a variety of formats such as dyslexia-friendly titles, graphic novels and audio books. Multicultural and diverse texts and dual language picture books are stocked for EAL pupils. The Library also includes titles to support education for social responsibility (ESR), fundamental British values (FBV), personal, social, health and economic (PSHE) education and mental health and well-being.

More Able Pupil Provision

In line with the School's policy on providing an inclusive education for all pupils, the library stocks challenging texts and children's classics which demand a greater confidence with language and reading for meaning. The provision of novels in additional languages is an area for library development in order to stretch students gifted in linguistics.

Departmental Use

Departments are encouraged to work with the Librarian when setting work requiring independent learning to ensure that suitable print and online resources are available and pupils have the skills and opportunities to use them effectively. The Librarian can assist in developing and implementing units of work for independent research and learning, team teaching research sessions, researching available resources and providing support for pupils. Departments are also strongly encouraged to request stock for the Library to support their subject areas.

Pupil Induction and Information Skills Sessions

Pupils in years 3, 4 and 5 complete a series of lessons over the course of one term which will introduce them to how to use the library and its resources effectively and develop research and visual literacy skills. This scheme of work has been developed in conjunction with the relevant staff members and is evaluated and adapted annually.

Author Visits

Author visits and workshops take place once per term over the course of the school year for either EYFS and Pre-prep, Y3&4 or Y5&6, in order to foster a sustained culture of reading for pleasure. The library will be closed to other activities on the day of an author visit in order to minimise interruptions to workshops and the Librarian or Library Assistant will organise books on a sale or return basis and, where possible, create displays and activities to promote the authors to pupils.

Use of the Library

The library is used throughout the school day – during class time, lunchtime and after school. Pupils and staff are asked to maintain the same codes of behaviour as operate throughout the School.

Pupil Code of Conduct

Enter the library in a quiet and calm manner.

Always walk, never run.

Speak quietly.

Treat the books carefully and put them back where you found them.

Book a computer with the Librarian for use at lunchtime.

Use the library for reading, borrowing, browsing, research and study.

Show respect for staff and fellow students by being polite at all times.

Show respect for the equipment by not bringing in food or drink.

Class-time Use

To ensure that the library reflects the needs of the curriculum and to maximise the use of resources staff should:

Wherever possible give advance notice of research (investigations, projects etc.) which entail the use of the library so that appropriate resources can be acquired/selected.

Give the Librarian advance notice if you intend to send groups or bring a whole class to the library.

Wherever possible inform the Librarian if a timetabled session is not to take place.

After School

Pupils and their siblings are welcome to use the library after school 4.00-5.00pm, Mondays and Fridays, but they must be accompanied by their parent or guardian. Parents are responsible for ensuring that their children behave appropriately during the after school sessions and in order to foster a quiet study atmosphere, they are expected to keep noise levels to a minimum. The Librarian will ask parents and pupils to leave the library if their behaviour disrupts the learning and/or study of other library users.

Collection Management Policy

The collection will be managed to ensure that a balanced, current, relevant and attractive selection of resources in a variety of media is available to the staff and pupils of the school.

Collection Development

Selection of Resources

The responsibility of stock selection lies with the Librarian in consultation with the Library Assistant, senior management and teaching staff.

Selection Aids

Publisher's catalogues.

Recommendations from staff and pupils.

Journals and Review literature.

Visits to book shops/ publisher's events, etc.

Gifts/ donations.

Criteria for selection

Usually the book is not at hand; therefore reliance will be made on information gleaned from the selection aids [see above]. Even so, the following may still be taken into account:

Fiction

Literary merit

Popular appeal

Reading age

Cost

Style

Physical format

Non-fiction

Relationship to collection: Would it be a useful addition to stock? Does it fill any gaps? Does it repeat subject areas already adequately covered?

Date of publication – up-to-date material is necessary

Cost

Accuracy

Physical format

Ordering

The Librarian will be responsible for the selection and ordering of resources. Requests may be submitted with the Librarian who will then consider their purchase and where necessary, use the selection criteria above as a basis.

Rationale for removal

It is necessary to review stock on a yearly basis – this will be carried out in July each year. The collection will be weeded to remove resources that are no longer useful. This will help to maintain the quality of the resources. Staff will need to be involved with the ongoing evaluation of the resources relating to their subject area. Weeding should be done in relation to the use of the resources. It may be necessary to weed material if:

It has not been issued in the last five years

The information is no longer current or relevant to the curriculum

A resource is in poor condition, damaged or abused

It duplicates material no longer needed in the collection

Is of questionable social value

Certain items felt to be of historical interest will be stored in the School Archive. However, it is felt that if the book is no longer suitable for inclusion in the School Library stock, it should not be added to departmental stock unless for specific reasons.

Stock control and security

The collection is managed using the Accessit library management system. Pupils can access their borrower account using the web app link from home or at school and keep up to date with their current loans, new resources and reserve books remotely or write book reviews.

Borrowing

All issues are processed using the Accessit library management system.

Items can only be borrowed when the Librarian or Library Assistant are present to issue the items using the Accessit library management system.

Loan allowances

EYFS and Pre-prep – one item for a period of one week with their class, an additional item with parents/guardians

Upper Prep – two items for a period of two weeks

Staff – 30 books for six weeks

Overdue books

Overdue notices will be emailed to parents as and when books become overdue. In addition, paper reminders will be placed in the register folders or passed to the class teacher on a termly basis. Teachers should then pass them on to the pupils (or their parents) concerned. 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 sent via the class teacher, 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 cost of the pupil's School fees by the Finance department. Fines are not charged to students 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 a 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 a replacement and invoiced appropriately.

ICT Facilities

Pupils are expected to follow the Computer Code of Conduct at all times whilst in the library and the school policy for appropriate use of ICT equipment.

For lunch time computer use pupils must adhere to the following:

Book a computer with the Librarian

Have no more than one session per week

Use the computer for creative activity, reading, individual research and study only

Log off immediately if they are to do so by a member of staff

Current St Aubyn's Library Stock

There are currently over 8000 items in the library.

Fiction

Non-fiction

Reference

Other media

Magazines and newspapers: At present the library stocks The Phoenix Comic, How It Works and Match of the Day Magazine which have a reading based content.

Budget

The library budget was £12,007.00 for the academic year August 2022 - July 2023.

Monitoring and Evaluation

It is essential that the Library constantly examines critically and reviews the quality of its provision and identifies areas for improvement. Only then can it be in a position to respond to current needs, anticipate and address future needs and ensure the highest levels of satisfaction among the whole School community.

In conjunction with the whole-school development review process, the Librarian will produce a bi-annual development plan which identifies the necessary priorities and key areas for development.

The Library will be regularly monitored against national criteria for adequate resourcing.

Recommended figures from the Chartered Institute for Librarians and Information Professionals (CILIP), the School Library Association, DFE and other bodies will be taken into consideration.

Quantitative figures will be collected as to volume of use, numbers of users, items issued, year group use, stock figures, and age of stock.

Qualitative information will be gathered from staff and pupils as to the effectiveness of the library and the impact it has on pupils' learning. This will be carried out in a number of ways e.g. samples of pupils' work produced as a result of library based research; questionnaires and surveys; informal interviews; qualitative assessments of sampled stock.