



High March

LIBRARY POLICY

Person responsible for latest revision:	Mrs T Cook and Mrs A Dale
Page number of any significant changes in latest revision:	Page 4 Appendix: Covid-19 Library Procedures
Date of next review:	November 2022
ISI Reference	

This policy applies to the Early Year Foundation Stage, Key Stage 1 and Key Stage 2

Useful Websites

www.highmarch.co.uk

www.education.gov.uk

HIGH MARCH

LIBRARY POLICY

THE AIMS OF THE LIBRARY

Through our Libraries, at Upper School and at Junior House, we aim:

1. To encourage a love of reading.
2. To encourage fluency in reading.
3. To encourage a love of books.
4. To show how a library is organised and where to locate books.
5. To show how to borrow books.
6. To show how to select books judiciously.
7. To encourage pupils to keep a record of their reading and to share with them a sense of achievement in doing so.
8. To show how to use books for pleasure and information.
9. To support all areas of the curriculum in terms of the range of stock and its accessibility (i.e. books stocked should be written in language which is appropriate and meaningful to the pupils).
10. To withdraw any books which are unattractive or in a state beyond reasonable repair.
11. To continue to update the stock of the Library in tandem with the needs of the curriculum and the interests of the pupils.
12. To be aware of developments in pupils' fiction, so that the Library has current titles in stock.

THE JUNIOR HOUSE LIBRARY

The Library at Junior House contains a wide range of books, both fiction and non-fiction. These are selected bearing in mind the needs of a variety of ages and differing levels of reading ability.

All books are catalogued using "Junior Librarian" on the Junior House Library Computer and lending is recorded using the computer. All pupils and staff have a user number, so that lending and reading habits can be tracked.

The books in the library are arranged into subjects that are easily recognised and understood by the pupils. These are differentiated through the use of coloured labels.

Pupils from Reception to Year 2 come to the Library on a regular weekly basis to choose and borrow new books. When available, parents open up the library for Year 2 pupils at lunchtimes.

THE UPPER SCHOOL LIBRARY

The Library at Upper School houses a wide range of books, both fiction and non-fiction. All books are catalogued using “Junior Librarian” on the Library Computer and lending is recorded using the computer. All pupils and staff have a user number, so that lending and reading habits can be tracked.

Year 6 also have access to the Reading Cloud, a new online version of our library catalogue. Pupils are encouraged to use this to help with research, to write about books they have read and search for new books and other library resources.

The Fiction Section is divided into a White Fiction Section, a Yellow section and a Blue Section. The latter two are arranged alphabetically by author. The levels are there to help the pupils when choosing, rather than for staff to restrict pupils to a certain level before moving on to the next, as might occur in a reading scheme.

The Non-Fiction Section is arranged according to simple topics. It includes subject based non-fiction books as well as a range of general reference books such as dictionaries and encyclopaedias. Pupils also have access to a range of magazines and newspapers. Some music and story CDs are also kept in the Library.

Library lessons are timetabled once a week for Year 3 and the English teachers in Years 4 to 6 may arrange additional visits for classes or small groups to support class work. The library is also open each lunch time for half an hour.

For the safety of the pupils, they should be shown how to use the Library steps and should be supervised in doing so. A member of staff should be in the Library at all times when the Library is being used.

LOST BOOKS

A fee of £5 will be charged for every library book lost and this will be added to the fee invoice. Reminder stickers will be put into the pupils’ diaries when library books need to be returned.

APPENDIX: COVID-19 LIBRARY PROCEDURES

The following procedures are used in the event that the School needs to step-up Covid-19 protective measures e.g. a significant rise in positive cases in School.

THE UPPER SCHOOL LIBRARY

1. Lunchtime library visits have been reduced to once a week for each bubble. Years 5 and 6 attend on Mondays. Years 3 and 4 attend on Wednesdays. Year 3 continue to have their timetabled library lessons during the school day.
2. Year 6 librarians are not in attendance on the day that Years 3 and 4 visit.
3. Only 10 pupils may visit the library at a time.
4. All pupils must sanitise their hands on arrival and when leaving the library.
5. Returned library books must be left in the pink box for at least 72 hours. These are then replaced on the shelves at a later date.
6. All tables, tops of chairs, computer keyboard and mouse are wiped down following a library session.

THE JUNIOR HOUSE LIBRARY

1. Forms only visit the library at their timetabled library session.
2. All pupils must sanitise their hands on arrival and when leaving the library.
3. Returned library books must be left in the box for at least 72 hours. The previous week's returned books are left over the weekend and are replaced on the shelves on Monday.
4. All tables, tops of chairs, computer keyboard and mouse are wiped down following a library session.