



High March

LIBRARY POLICY

Person responsible for latest revision:	Mrs T Cook and Miss C Duckers
Page number of any significant changes in latest revision:	
Last review:	November 2023
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 "Reading Cloud" 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.

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 “Reading Cloud” 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 English/Library Prefects also have access to the Reading Cloud. This enables them to scan books in and out identify books out on loan and add new books to the system.

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.