

Forge Valley LRC & Library Policy

PURPOSE:

To support teaching and learning across the whole school.

To promote the value of reading, both as an essential skill in the pursuit of academic excellence and as a source of personal enrichment and enjoyment.

To champion curiosity, discovery, enthusiasm for thoughtfulness, cleverness and creativity, promote a thirst for knowledge and understanding, and otherwise contribute where appropriate to the spiritual, moral, cultural, mental and physical development of our students, in line with the values of the school; to promote literacy – where literacy means all forms of critical reading, decoding and otherwise intelligent consuming of media and source material.

To maintain, develop and provide effective access to a collection of resources that is appropriate to the purposes defined above, reflecting the interests and needs of our students, the curriculum and the ethos of the school; to promote understanding of these resources and encourage their use.

To act as a hub of independent learning and research, facilitating collaboration within the school, and a link to other schools, the local community and external agencies.

VISION & METHOD:

AMBITION

The LRC is aspirant for everyone in it and believes in both the pragmatic usefulness and autotelic merits of reading and learning.

A library is a place dedicated to the pursuit of one's own development, personally and academically – such activities that nourish (as opposed to impede) intellectual, moral, spiritual and cultural development are prioritised through every interaction between LRC staff and our students, the design and direction of activities, library collections and communications between LRC staff and the rest of the school.

ENDEAVOUR

The LRC will promote a culture of reading for pleasure, empowerment and intellectual growth. It will welcome and encourage reluctant readers and those for whom meaningful engagement with education is deprioritised; it will, through interactions with students, planned activities, displays and collaborative initiatives across the school, promulgate a message of inclusivity, accessibility and openness; it will maintain open lines of communication with subject leaders, governors, parents and student voice – to keep the development of the library collection in line with developments in curriculum, teaching strategies and pupil interests and needs.

The LRC will dedicate particular effort to promoting equality and diversity, ensuring that the library collection, related activities and promotions are inclusive and representative of a diverse community of readers.

SUCCESS

The LRC will maintain consistently high standards of organisation, quality (of resources available) and behaviour (of everyone in the LRC). Not only will visitors to the LRC be expected to follow the rules (delineated below), but while in the LRC everyone will be called to embody the five R's: Reflectiveness, Resourcefulness, Reciprocity, Respectfulness and Resilience.

ENVIRONMENT AND IMAGE

The LRC should be a casual working environment conducive to research and independent study. It will therefore be kept tidy and accessible, with clear signage and a system of organisation, making it easy for anyone to find what they are looking for.

The LRC will promote itself and its purposes through collaborations with teachers and tutors, physical displays and social media content.

The LRC is a bookable space, available for use as a teaching space like any other classroom. Bookings will be managed and suitable modifications to the environment and availability of resources in support of such purposes agreed by the LRC.

BEHAVIOUR

Expectations of behaviour in the LRC are high – they exist to engender a culture of respect for the aforementioned purposes. A clear and consistent message about behaviour expectations will be presented through every interaction between LRC staff, our students and the rest of the school. Such interactions will be insistent and persistent.

Everyone in the LRC will be held responsible for keeping it tidy.

To circumvent the necessity of monitoring and policing correct use: mobile phones are prohibited.

To circumvent the necessity of monitoring and policing cleanliness and littering: the consumption of food and all drinks except unflavoured water is prohibited.

STUDENTS IN THE LRC DURING LESSON TIMES

In line with school rules “No student should be sent to the LRC during lesson times, for the LRC is not supervised at all times during the day; and such presents a safeguarding risk”, LRC staff will challenge any student KS4 or below arriving at the library during lesson times, and participate in discussions with staff to ensure policies are consistent across the school to safeguard children.

MEDIA LITERACY AND APPROPRIATE USE OF IT

The IT systems in the LRC are a valuable resource. Their use is restricted to the aforementioned purposes of the LRC. Games and activities that are considered an impediment to the spiritual, cultural, moral, mental or physical development of our students are prohibited. In line with the aforementioned vision for the LRC, students’ use of IT for independent research and discovery is encouraged within a culture of thoughtfulness and academic scrutiny.

In line with the above, the LRC has a responsibility to promote media literacy. The world in which we live our lives is increasingly information saturated, whilst technology is now ubiquitous and increasingly integrated into our daily activities. The LRC will promote an understanding of IT for what it is – for some tasks more effective than printed media, but for others less effective. The LRC will promote the benefits of IT, whilst safeguarding all visitors to the LRC against the potential harmful and otherwise unhelpful aspects of the technology.

BORROWING, RETURNS AND BILLING FOR NON-RENEWED ITEMS

All students will be issued with a home school agreement, explaining the borrowing policy.

Upon receipt of the attached consent form, the LRC will issue a barcode, enabling a student to borrow up to three books at a time, for a period of three weeks at a time. Unless a book is reserved, students may renew a book three times before it must be returned to the library for a period of one week.

The library will issue weekly overdue notices via tutors.

If a book appears in the overdue messages twice, a message will be sent home to parents.

If the book is still not returned, after one week a second message will be sent home to parents with a warning that if the book is not returned, they will be liable for the cost of the book.

If the book is still not returned, after one week it will be replaced and a debt amounting to the cost of the book will be added to the relevant ParentPay account.

OPENING TIMES AND TIMETABLE

The LRC is open from 8:00 – 15:50 every day.

During these times, students may use the library to read, check out and return books, complete schoolwork or homework, study or otherwise pursue their own interests in line with the aforementioned purposes of the LRC.

LIBRARY PASSES

In line with school rules “No student KS4 or below should be on the upper floors at lunch times”, Library Passes will be issued to allow students access to the LRC on the first floor at these times.

In the morning of that day or after school on the day before, any student may request a Library Pass by giving their name and reason for being in the LRC at lunch to a member of the LRC staff.

If the student abuses the pass, by not using the LRC for the reasons stated, they will be asked to leave and return downstairs.

If a student does not return the Library Pass, a message will be sent via tutors, giving the student the opportunity to return the Library Pass. If the Library Pass is still not returned, the student will be issued sanctions appropriate to the school’s behaviour policy on loss/destruction of school property.

STUDENT LIBRARIANS

The LRC will recruit at any time up to four Student Librarians from the student population, to help in the running of the Library. The Student Librarians will not be expected to prioritise their duties over their studies or lunchtimes, but there will be limited responsibilities given to them including issuing and returning books through student librarian profiles on the Reading Cloud software, acting as a role model to other students through exempla pertinent to the behaviour expectations and the aforementioned five Rs, and generally contributing where appropriate to the LRC's efforts to meet the aforementioned purposes.

LIBRARY AMBASSADOR(S) TO YEAR 7

In addition to the student librarians, the LRC will appoint one or more library ambassadors to year 7. They will be called upon to champion the LRC and reading in general across the year group. They will also be a key figure in student voice consultations and decisions affecting year 7 use of the LRC, the library collection, events and policies.

PARTY TIME

The LRC may be used as a venue for special events and meetings, some of which will take place during the school day. Students may have sacrificed their lunch time to attend these events. The LRC has created the Party Time clause to fix this – at party times food and drink may be consumed in the library.