





Forge Valley School

LRC & LIBRARY POLICY

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Ratified by:	 Mr S Andrews Co-Chair of Governors	 Ms N Marsden Co-Chair of Governors
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We have carefully considered and analysed the impact of all school policies on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

This policy has been developed by building on our own best practice and that of other educational networks. It has been developed in consultation with governors and staff and is accessible through the Forge Valley website.

The policy is updated annually and is publicly available on the school website.

1. Purpose

To support teaching and learning across the whole school.

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

To promote curiosity and an enthusiasm for knowledge and understanding of the world. As well as this, the library should contribute to spiritual, moral, cultural and mental development of our students more generally.

To support literacy in general. This means supporting the skills of reading for all students, while also challenging students to have ambitions to become aware and literate of the digital, media and cultural world that we live in.

To maintain and develop a collection of resources that support the purposes described above. These resources should also have links to the curriculum where possible.

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

2. Vision & Method

Ambition

The LRC is place of ambition where students are encouraged to become independent learners who use books to pursue their own goals and learn more about the world around them. A library is also a place where students can develop personally and academically through their interactions with the books and resources available within the setting.

Endeavour

The LRC will promote a culture of reading for pleasure, empowerment and intellectual growth. It will welcome and encourage reluctant readers and those currently demotivated with reading. The library will be guided by a message of inclusivity, accessibility and openness. It will maintain open lines of communication with subject leaders, governors, parents and student voice; this will help keep the development of the library collection in line with developments in curriculum, teaching strategies and pupil interests and needs.

The LRC will promote 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 high standards of organisation, resources available and behaviour within the space. These standards help to ensure that experiences within the LRC can be successful. There are many opportunities for success within the LRC, and there will be a culture of pointing out and celebrating these successes when they take place.

3. Environment and Image

The LRC should be a welcoming working environment where research and independent study are encouraged. It will be kept tidy and accessible, with clear signage and organisation, so that it is easy for users 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. Staff can book the space and contact the librarian to discuss their intentions for using the LRC and efforts will be made to accommodate requests.

4. Behaviour

Behaviour expectations in the LRC are high. They exist to support the beneficial use of the LRC. The school's behaviour policy applies within the LRC and instructions are to be followed First Time, Every Time.

Everyone in the LRC will be held responsible for keeping it tidy. In line with school policy, mobile phones are not to be used within the LRC.

Food and drink are not allowed within the LRC. This is to limit the amount of mess created in the setting and to protect the LRC's resources and IT equipment. Only water is allowed in the library but should not be consumed around IT equipment.

5. Students in The LRC during lesson times.

LRC staff will challenge any student KS4 or below arriving at the library during lesson times, in keeping with the school policy that students are not allowed to be outside their lessons unsupervised.

6. Appropriate Use of IT.

The IT systems are some of the most useful things available in the LRC. Their use must be in keeping with the school general IT policy. In line with the general vision of the LRC described in this policy, students' use of IT for independent research and discovery is encouraged.

7. Borrowing, Returns and Billing for Non-Renewed Items

All students are allowed to borrow up to three books from the library 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 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.

8. Opening Times

The LRC is open at the following times:

- 8.30am until 8.40am
- All school lunchtimes.
- 3.00pm until 4.00pm

During these times, students may use the library to read, check out and return books, complete schoolwork or homework, study or use the boardgames provided in the LRC.

9. Accessing the library/library stamps

Students are expected to remain downstairs during social times. In order to come and use the LRC, students will need to get a library stamp in their planners between the times of 8.30am and 8.40am in the morning. Students will be reminded that they must come to the LRC for one of the reasons described above in Section 8. Students will be asked to leave the LRC if they are not meeting expectations with their behaviour.

10. Student librarians

The LRC will recruit at any time up to eight Student Librarians from the student population, to help in the running of the library. Student librarians will be encouraged to assist with the issuing and returning of books, as well as acting as role models to other students on how to use the LRC effectively.

11. 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 asked to promote the LRC and reading in general across the year group. They will also be a key figure in the student voice consultations and decisions affecting year 7 use of the LRC, the library collection, events and policies.