

Cottesbrooke Infant School Library Policy 2017

Aims and Objectives

At Cottesbrooke Infant and Nursery School we aim to:

- support the teaching of the curriculum by providing resources in a variety of media for staff and all pupils across all subject areas
- provide books for recreational reading and try to foster a love of reading for pleasure
- be a focal point for the teaching of information skills and to support independent study
- maintain a quiet and attractive environment for study
- provide opportunity for all pupils to have equal access to resources for their educational needs
- establish the Library as a lending library, where parents are welcome to choose books with their children during Library opening times
- be a central and vital part of school life and to provide pupils with opportunities for service

Resources

We are continually updating resources to:

- provide up to date relevant resources, both printed and electronic, to support the curriculum, personal and social education and recreational interests across all ages
- maintain a useful collection by regular recycling of books which are irrelevant, out of date or in poor condition
- consult with staff regularly on the acquisition of new resources for their subject area and their best use
- organise these resources so as to maximise their use and easy access
- maintain and develop a collection of non print media e.g. DVDs, CDs and videos
- operate the library management system to ensure efficient loans and requests
- encourage use of outside libraries and sources of information wherever necessary and liaise with the Schools Library Service

Reading

We aim to promote reading throughout the school by:

- providing a wide range of fiction to encourage all ages and abilities
- encouraging pupils to stretch and develop their reading abilities
- involving pupils in making choices of books for their classrooms

- providing the latest best fiction wherever possible and be able to recommend books to pupils
- encouraging reading and discussion of books by various means e.g. reading groups, book fairs, author visits etc

Information Skills

At Cottesbrooke Infant School we aim to:

- develop and promote Library/study skills throughout the school
- advise on incorporating these into class/group work
- monitor and evaluate Library/study skills activities

Environment

We are consistently monitoring the Library's environment to:

- timetable Library sessions for each class/group for ordered access
- maintain discipline and a quiet purposeful environment in the library so as to encourage study, research and learning
- ensure that furniture and furnishings are well maintained and adequate for the numbers of pupils and anticipated use
- display books and pupils' work wherever possible to stimulate interest
- monitor and evaluate library procedures and programmes to ensure their effectiveness and relevance

ICT

The Literacy and Library co-ordinators will:

- ensure all staff at Cottesbrooke Infant & Nursery School are trained to use the Junior Librarian programme maintaining the smooth and quick turn over of books being borrowed and returned during school hours and Library opening times
- research and evaluate resources
- maintain the library management system (liaising with the Library Co-ordinator)
- supervise the proper use of facilities and operate Library Times Tables so as to ensure fair access for all

Budget

The Literacy and Library co-ordinators will also:

- provide the best possible quality and range of resources at the best possible value across a variety of suppliers

Equal Opportunities

As a staff we are aware of the importance of providing equal opportunities for all pupils. We take into account the pupils' diverse needs, which may include issues arising from their cultural background, gender special/emotional needs or home circumstances. Every attempt is made to ensure that this aim is reflected in the teaching strategies, the attitude of staff and in the resources provided.

FUNDAMENTAL BRITISH VALUES AND UNIVERSAL VIRTUES

Cottesbrooke Infant & Nursery School promotes the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs. We also promote the universal virtues of courage, compassion, self-discipline, justice and humility. Where relevant, these values and virtues should form part of the teaching of Reading.

Actively promoting these values and virtues means challenging opinions or behaviours in school that are contrary to fundamental British values.

It is not necessary for staff to 'promote' teachings, beliefs or opinions that conflict with their own, but it is unacceptable for staff to promote discrimination against people or groups on the basis of their belief, opinion or background.