



The Oaks Primary School
Bringing Learning to Life

Library Policy

Aim

To develop an appreciation of the wealth of knowledge and pleasure available through the written word and to motivate children to want to read and share books.

Objectives

To encourage:

- reading for pleasure
- reading to support learning
- independent study
- the borrowing of books
- an understanding of the organisation of library materials
- the use of public libraries

It is everyone's responsibility at The Oaks to set an example to the children as readers, to discuss their own reading with the children, to show respect for books and other written materials and to share their knowledge and understanding of books as a valuable, life-enriching resource.

Staff at The Oaks promote the use of the library, teach the children how the library stock is organised and encourage them to maintain order for the benefit of other users.

The English Lead has responsibility for managing the school library, making links with the Schools Library Services and organising project loans. It is also their responsibility to manage the library budget to support the curriculum, in consultation with other staff. The member of staff with responsibility for the library also maintains the stock, keeping it in a good state of repair and ensuring old stock is discarded and new stock is processed and shelved.

Year Six library monitors are also responsible for week to week tidying of the library during playtimes.

Organisation in school.

The main library area is open at all times and is timetabled for classes to have priority access over the course of a week.

In the library, fiction books are split into Key Stage One and Key Stage Two and are mainly grouped by author and genre. A separate shelf holds beginning chapter books. These texts help to bridge the gap between Year Two and Year Three and particular children are directed here by their class teacher.

Poetry books are displayed in a section of their own.

Non-fiction books are organised into themes within one section with no difference between the key stages.

Each class has a stock of books kept within their own class space, which has been allocated to that particular year group, therefore must not be placed into the main school library. These books have the year group written in the top corner of the inside front cover. Library books, however, may be brought into the classroom reading areas if the teacher deems them age appropriate for their year group.

Banded/levelled reading materials used in the teaching of reading, such as whole class guided reading materials, are housed separately to the library. They are colour coded and kept in central spaces such as resource areas.

All the books in our school library are a quality resource that celebrate social, cultural and moral differences within our community and world. Texts are carefully chosen and regularly reviewed by the English lead to ensure they are appropriate. Any books which are sent into school as donations are also reviewed to ensure quality and appropriateness.

Children are encouraged to borrow a book from the library and keep it safely in their tray in class. These books may go home to be read. The number of books on loan at any one time is at the discretion of the class teacher.

Every Friday morning, 8.40am – 9.00am, a library club is held which is run by parents. Children, with their parents, have the opportunity to share texts, talk about reading and change their book.

There is at least one book fair every year, organised by the English Lead. The commission earned from these fairs allows us to purchase further books and reading materials for school.

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