



Loreto Convent School

Gibraltar

LIBRARY POLICY

This policy reflects the ethos of Loreto Convent School and has been compiled and reviewed with the involvement of children, staff and Governors.

'What we learn from good books and other resources becomes part of us'
Library Association

1 Introduction

The school curriculum develops enjoyment of, and commitment to learning as a means of encouraging and stimulating the best possible progress and the highest possible attainment of all children.

The role of our school library is central to supporting our children's learning. It plays a key role in helping our children to develop their communication and information-handling skills. It also offers them a view of the world that is free from stereotypes and promotes equality of opportunity for all.

Our Library helps our children become independent and lifelong learners through offering the opportunity for the children to take responsibility for their own learning. The resources in our library support the aims and objectives of the National Curriculum by promoting the ability in children to read fluently a range of literacy and non-fiction texts, and to reflect critically on what they read.

2 Aims and Objectives

The aims of our library are:

- To extend children's learning experiences.
- To develop children's skills as independent learners.
- To support teaching and learning in our school, and to enrich the curriculum.
- To provide opportunities for children to access resources for themselves.

3 Organisation

- Our school library is a centre of learning that we make accessible to all the children and the staff at Loreto. The resources within it promote equality of opportunity for all our children.
- The physical environment of the library is designed to stimulate our children. This motivates them to explore resources for their work in school and for personal study.

- The library has collections of fiction and non-fiction resources. These include Magazines. Each classroom also has a small fiction collection. All books are classified and catalogued.
- We have upgraded our library by installing a computerised library management system. The library is manned by two librarians and 1 or 2 volunteers.
- Our library is open during normal school hours Tuesdays-Fridays. Each class has a time each week that is used to develop children's information-handling skills. The library may be used for personal study/small group teaching when it is not allocated to an individual class.
- To further encourage children to read for pleasure, 'Mr Reader' was introduced to the school. Books are graded according to their content level and points awarded for each book read.
- World Book Day: This has now become a tradition within the school. Children are encouraged to dress in costumes depicting characters from popular and classic books. Some teachers select a particular book to study with the class, who then come dressed appropriately as characters from that book. All funds raised go to purchasing resources for the library.

In conjunction with this, there is also a drawing competition for the First School and a short story competition for the Middle School.

- Recommended Reading Lists: These have been introduced to the library enabling the children to achieve the level of reading appropriate for the age. Once 10 books have been read from this list, the child is given a book token which is presented to them during Chapel.
- BookClub (Scholastic): This is run during various times in the year. Children can purchase a vast array of popular books at fantastically reduced prices.

4 Resources

- The librarians manage the school library resources across the school.
- Parents are welcome as voluntary helpers in the library.
- The librarian consults staff and children when formulating the library development plan. We use our library resources to positively promote the spiritual, moral, social and cultural development of our children and to reflect the needs of our children.
- The Board of Governors allocates funding each year to support the library. In addition fund raising activities are undertaken e.g World Book Day.
- We replace stock on a rolling programme. This ensures that our resources are in good condition, up to date and relevant to our children's needs.

5 National Libraries Week

Aim: To encourage reading and the use of reference book resources, not just the internet.

The Library is open at lunch time for Year 6 and Year 7 children to come in small groups. This time can be used for quiet reading or for researching resources for school topics.

See also Mystery Books.

6 National Poetry Day

Aim : To encourage the children to look at and celebrate poetry.

A selection of poems are put up around the library. KS1 poems in the junior / reference area and KS2 poems in the main library. There was a quiz to go with each group to encourage the children to read them.

7 World Book Day

Aim : To give all the children who have participated in the competition a chance to feel proud of all their hard work.

All World Book Day competition stories may be compiled into our own Loreto Book which can be used as inspiration for next year.

Aim : To get the children talking about the books they have read.

We have KS1 and KS2 quizzes based on books in our Library. These are designed to be done as a group activity and to get the children to share their enthusiasm and knowledge of books with each other.

8 Foundation / First School Library

Aim : To get the children used to the library environment ready for Foundation Stage 2.

Foundation Stage 1 children are invited to come to the library to listen to a story. The story chosen is linked to the topics taught in the classroom that week. The children are then given a colouring linked to the story they have just heard.

Foundation Stage 2 and Year 1 also have a story read to them by library staff. We try to read books that are relevant to their topics but also books that are new to the library.

9 Mystery Books

Aim : To get the children to diversify their choice of books and authors.

We carefully select books and wrap them up. We then add a label with a taster passage. This is so the children can identify what type of book it is and if it might be a book for them i.e. an adventure, mystery, pirates or fairies etc. The books are then distributed amongst the other books on the shelves of the same reading level. This has proven to be very

popular and helped introduce children to books they might never have read. We do this twice a year.

10 Summer Reading Challenge

Aim : To encourage the children to keep up their reading over the summer holidays.

Children are asked to read any 6 books of their choice, at their own reading level. They then answer a questionnaire about their favourite book. Children who successfully complete this task are able to choose a brand-new book from a selection provided by the library.

11 Evaluation

The library co-ordinator reviews the effectiveness of our library on an annual basis. We use the findings of the report to inform the next library development plan.

Seen by Governing Body: