

# Upham CE (A) Primary School

## Library Policy



**Approved by Governors – Full Governing Body May 2025**

**Review date – by end of May 2027**

**Reviewed by J. Smith**

## **Upham School Library Policy**

Upham School library provides a welcoming and stimulating learning environment in which to foster the growth in body, mind and spirit of all the children in the school and to support them as aspirational, independent and creative learners who enjoy their work and achieve in all aspects of their education.

### **1. Policy Aims**

- To develop and foster a love of reading within the school, the home and the wider community.
- To encourage the children to become eager, independent and effective learners by developing their familiarity and confidence using the library, its systems and resources.
- To provide children with a stimulating yet relaxed environment in which they feel comfortable in choosing texts and learning materials.
- To ensure that available resources are current and reflect and respond to the needs and interests of the children and support the curriculum.

### **2. Library Management and Staffing**

#### **a. Staffing**

The designated member of staff with responsibility for the library is currently Mr. Woolley, the Headteacher.

#### **b. Organisation and use**

The library is organized to create a welcoming space for children, with a warm atmosphere, soft furnishings, seating and appropriate display materials.

The library provides an authentic Library experience through the organisation of the fiction books in alphabetical order and the use of the Dewey system for non-fiction books.

The library will be used for activities that support our policy objectives, including activities, quizzes, book weeks. In addition it is seen as a central resources to encouraging children to use for independent research and to support other areas of our curriculum.

We aim to keep the library a library, where children can develop the joy of books, read for pleasure or undertake individual research. That said, given the nature of our small school, where appropriate, the space adjacent and within the library may also be used for small group work, music lessons and ELSA activities as deemed appropriate.

Children can use the library during registration time, morning and afternoon, and in directed class time.

### **c. Management system**

The library management system in use is "Libresoft". The system is used by teachers as a record of children's reading and as a way of suggesting further reading to develop their interests and reading skills.

Children can choose books within or beyond their reading ability to read themselves or share at home. They are allowed to have two books on loan at any one time for an indefinite period of time. Teachers monitor and follow up on this. When children leave the school, reports can be produced to indicate books still on loan to them.

Any book donations are sorted based on appropriateness, cleanliness and accuracy (eg current Country names).

All children from Class 4 (years 5&6) are invited to apply to become librarians during the first half term of each academic year. They complete an application form based on a job description and are selected after scrutiny of their application form and by an informal interview. Their duties include:

- preparing new books for the library by classifying non-fiction books under the Dewey system, applying code labels and classification labels, and scanning them onto Libresoft.
- working with the Headteacher in the selection and purchase of both fiction and non-fiction books and with the selection of books from the Hampshire Schools Library Service.
- assisting library users in the selection of suitable books and in the use of Libresoft.
- preparing book "previews" of new titles and authors to encourage and support the reading of others.
- sharing their enthusiasm for reading with other children and recommending suitable books for them.
- keeping the library tidy and welcoming and returning books to the shelves where necessary, having checked their status on the system.
- making suggestions and recommendations to the Headteacher on all aspects of the library provision.

Classes 1 and 2 are introduced to the library and its systems in small groups as the need arises during class time. Class 3 and 4 children have independent access during the school day.

## **3. Resources**

### **a. Funding**

There is no discrete Library budget; funds are allocated as identified in Upham School Development Plan and after consideration of any specific recommendations. Pupil premium funding may fund books relating to the context of individual children.

## **b. Stock selection**

As part of the Hampshire Schools Library Service Service Level Agreement, a regular exchange of books takes place to replenish and update library stock. HSLS also provides support by lending Topic Boxes, helping with stock audit and purchasing and providing an advisory service.

Stock selection – books are chosen to cover an array of topics and promote diversity and inclusion. New stock is obtained mainly through commission from Scholastic Book sales, gifts, and donations.

## **4. Support for reading and independent learning**

### **a. Pupil and staff use**

The library management system can be easily accessed by pupils, librarians and teachers. There are clearly marked fiction, non-fiction and reference shelving areas. There are separate, clearly marked, shelving units relating to different stages in reading ability. The T (Teen) book section contains books which have more challenging emotional content and are suitable for more mature readers and are only available on loan to specific pupils in years 5 and 6 who are identified on Libresoft. The short story section contains stories which bridge the gap between reading schemes and free choice of novels. There are two Kinder Boxes which contain books appropriate to the youngest readers. Libresoft controls the issue of these books and teachers closely monitor children's readiness to access the next stage.

Each classroom has its own library and reading area, designed to be relaxing and welcoming and to support the blended curriculum work. Books are regularly refreshed from the central library area.

All school staff have the knowledge of how the library works so that they can support pupils when they choose books, and encourage reading for pleasure.

### **b. Book Content and promoting reading for enjoyment**

The library caters for the whole age range of the children in Upham School and for the whole ability range from those working at "Greater Depth" to complex SEN needs. The facilities are accessible to all children. Loan of books is monitored and is appropriately restricted dependent on age and content by school staff.

Books are regularly and sensitively refreshed to ensure age appropriate positive reflection of issues of disability, gender, sexual orientation, race and faith.

Books reflect Upham School's Christian ethos as well as the broad cultural make up of British Society. Care is taken to ensure that they reflect British Values as well as reflecting the culture of specific groups within the locality.

Pupil premium funding may fund books relating to the context of individual children. Children are encouraged to use the library and choose books for their own enjoyment and interest.

Children, parents, teachers and Governors make regular recommendations.