

# Stroud Green Primary School



*Believe and achieve*

Stroud Green Primary School, part of a richly diverse community, is a place where all children flourish in a safe, happy and stimulating environment.

## Library Policy

**Library Co-ordinator: Reena Shrestha**

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The Library at Stroud Green Primary School is located on the middle floor and is co-located with the I.C.T suite. The library is well maintained and carefully planned with defined areas. It caters for the learning and recreational needs of the children and teaching staff. The library offers learning material to support the school's curriculum.

### **Aims**

- to inspire children with a love of books and reading
- to provide a collection of resource materials to meet the educational and recreational needs of the children and staff
- to provide opportunities for children to develop the skills needed for effective, independent, information retrieval
- to enable children to learn and practise skills related to efficient library use
- to present resources, processed and labelled, in a warm, inviting and colourful environment
- to provide an area where there are opportunities for cross-curricular work

### **Planning**

Class teachers select a time slot in the library. During this time children work on activities related to library skills (see appendix i) or personal research relating to a class topic or project. They may also use this time to change their personal library books. All books taken out need to be recorded by teachers using their own recording system. When leaving the library each teacher ensures that all books are returned neatly to the shelves. Class monitors may be appointed to do this. Books relating to a particular topic may be taken from the library by the class teacher into the classroom to supplement the materials in their reading area. Teachers must record which topic books are being used in class and return these to the library once the topic has been completed.

### **Equal Opportunities and Special Needs**

All children have access to the library. Every child is encouraged and supported in selecting appropriate books. The range of materials reflect our multicultural community with dual language books and audio resources. Support with the development of library and research skills will be provided for those who need it.

### **Access**

As well as the weekly timetabled slot for classes, the library is open all day. Support staff are on duty in the library at lunchtimes for half an hour, twice a week, so children may change their books.

### **Resources**

The current library stock needs regular updating and extension. It is strongly recommended that all books taken home be carried in a Stroud Green book bag. This is waterproof and sufficiently large to accommodate books and helps to minimise possible damage. The school also encourages the weekly return of borrowed books to develop the habit of regular reading. This also helps the children to keep track of the books they have borrowed and so reduce loss. If books are lost

or damaged beyond repair, a token donation of £3.00 for fiction and £5.00 for non-fiction is requested.

### **Budget**

Donations which are made by charitable organisations; private donations and funding bids help to purchase stock. The Friends of Stroud Green support the school by providing books, resources and furnishings, making the library inviting for the children. The Tottenham Grammar Foundation makes regular contributions to library resources.

## **Appendix I: Learning Outcomes for Each Year Group**

### **Reception**

At the end of YR it is expected that the children will know that the library is a place where lots of books are kept. They will know where to find picture books and information books. They will be given opportunities to enjoy an increasing range of books and knows that information can be retrieved from books and computers (taken from Development Matters).

### **Year 1**

At the end of Y1 it is expected that the children will be able to choose an appropriate book to borrow. Children will be able to find the Picture Book, Fiction and Non - Fiction sections of the library.

### **Year 2**

At the end of Y2 it is expected that the children will be able to use the library for borrowing books, browsing and research. They will be able to find non-fiction material using the Dewey system. They will be able to use the glossary and index of non-fiction books. They will know that the books in each fiction section are in alphabetical order and so be able to find a book by a particular author.

### **Year 3**

At the end of Y3 it is expected that the children will be able to locate non-fiction material using the Dewey system. They will also be able to locate specific fiction material using the author's surname. They will have begun to take notes for independent research purposes.

### **Year 4**

At the end of Y4 it is expected that the children will be familiar with the Dewey book catalogue. They will be able to choose and use appropriate non-fiction material for independent research. They will be developing their note taking skills. Library monitors will be appointed by the class teacher from volunteers. They will help return books to the shelves from the box of returned books. They will also begin to sort the books by Dewey number.

### **Year 5**

At the end of Y5 it is expected that the children will be able to use the library facilities more independently for both leisure reading and research purposes. Note -taking skills will also have been developed and children will be beginning to cross-reference notes taken from more than one source. Children will also start to take responsibility for the maintenance of the library. Library monitors will continue to ensure that the library is kept tidy and that books are shelved in the correct places.

### **Year 6**

At the end of Y6 it is expected that the children will be able to use the library facilities completely independently for both leisure reading and research purposes. Note taking skills will also have been developed and children will be able to cross-reference notes taken from more than one source for the purposes of independent research. Y6 children will be able to support children from younger years in their use of the library for research purposes.