



Alsager School

An Achieving School - A Caring Community

LRC POLICY (LEARNING RESOURCE CENTRE)

Prepared in March 2021
by Jane Griffiths, LRC Manager

Presented for approval
to the Curriculum & Personnel Committee
on 31/3/21 and subsequently approved and adopted on the same date.

Chair of Committee: Mrs J Halsall

Signature:

Date: 31/03/21

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Mission Statement

The LRC supports independent and teacher-led learning and the discovery of material for pleasure and enjoyment. The LRC subscribes to the statement by Ofsted (2012)¹ that: “All schools should develop policies to promote reading for enjoyment throughout the school”.

The LRC promotes the love of reading and curiosity for knowledge and contributes where appropriate to the spiritual, moral, cultural, mental and physical development of students, in line with the ethos of the school.

The LRC assists parents/carers in supporting their children and works to ensure that students have access to a high level of resources across all literacies.

Aims & Objectives

To foster the habit of reading for pleasure, exposing pupils to a range of classic and contemporary literature reflecting a variety of cultural traditions to enhance their appreciation and respect for their own and other cultures.

To assist in the monitoring of students’ reading behaviour and assist with the implementation of intervention as required.

To support the curriculum by stocking relevant, timely and up-to-date resources across a variety of formats which are organised to allow easy retrieval.

To create an environment for voluntary and directed study in which students can develop an ability and desire to learn independently and accept responsibility for their learning and educational development.

To support independent research by providing access to materials outside of lesson time.

To enable teaching colleagues to communicate their subject more effectively by providing access to a variety of resources.

To stock resources to support each student as an individual including information on mental health, home and personal concerns and to assist with life decisions, such as careers and further/higher education information.

To support staff with their professional development by providing access to appropriate professional resources.

To encourage engagement by creating displays linking to current work, world events, literary subjects and national awareness days.

To encourage engagement in reading/books through competitions and challenges throughout the year, especially for Storytelling Week and World Book Day.

To encourage staff and students to see the LRC as a learning space and a warm, welcoming environment.

To ensure LRC staff undertake CPD when required so they can offer the most up-to-date support and resources needed by the students.

Location & Opening Times

The LRC is located in the Parker Building, on the middle floor, and is open from 8:30am until 4:30pm Monday to Thursday, and 8:30am until 3:15pm on Friday.

If it is necessary to close for any reason, students will be informed via form tutors and email. Parents/carers will also be advised accordingly via Parent Mail and social media.

Organisation & Use

LRC Manager - Mrs Jane Griffiths
LRC Officer - Mrs Susan Downey

The LRC has two areas, fiction and non-fiction. In the non-fiction area there are 23 computers and information books. There is a separate area that houses the Sixth Form information books and journals, alongside sections for careers/further education and a staff CPD library. All non-fiction resources are classified according to the Dewey system and are clearly labelled on the spine. Additionally, there are numerous study tables with seating for approximately 40 students, and a projector to aid any teaching.

The fiction side has 7 computers and study tables seating 10 students, alongside comfortable seating and stools for approximately 28 students. Fiction is arranged alphabetically by the author's surname. Equipment is regularly audited by the LRC Manager and an annual inventory is completed.

The LRC uses Heritage Library Management System for cataloguing and loan functions. Additionally, students have access to an online catalogue and the MyCirqu app to access their record.

The LRC is used by:

Year 7 & 8 English classes as they have one lesson per fortnight in the LRC as a dedicated 'Reading Lesson' as part of their timetabled English lessons. These lessons are hosted by the LRC Officer who works alongside the class teacher to embed a passion for reading alongside developing vocabulary.

Teachers who are encouraged to book the LRC for research-based lessons. Ideally these lessons will not be restricted to ICT-based research solely.

All Sixth Form students who will be able to access resources identified by the subject teacher.

Sixth form students for private study during lesson times, although this may be limited if a class is booked in the LRC.

Teaching assistants or mentors to work with small groups of students.

Small group of up to 6 students during lesson times who may be admitted to the LRC with an accompanying pass signed by the teacher, or pre-booking, to work on a specific task.

The LRC Manager to deliver library skills lessons/induction sessions,

Students to choose books/access computers during break, lunchtime and after school.

Visiting authors, storytellers and poets as the LRC staff host events for students.

Resources

- Books for loan and reference.
- Fiction including Graphic Novels & Manga and Foreign Language Fiction.
- Magazines, newspapers & journals.
- Non-Fiction.
- CD Audio books.
- Wide range of dictionaries.
- E-book platform accessible to all students and staff.

Stock Selection:

- General reading material will be selected by the LRC Manager and/or LRC Officer and will take into account requests from staff and students, with all recommendations considered carefully.
- Items must be suitable for students' age range and reading abilities. Some items have an age restriction placed on them if the content is deemed to be inappropriate for younger students.
- Good presentation and quality.
- Good value for money.
- Fiction books should cover a wide range of issues, experiences and cultures and should not portray stereotypical views on race, gender, and different cultures.
- Non-fiction books should be up to date - publications either as a point of reference or supporting students' leisure interests. Liaison with Heads of Subjects to discuss their resource requirements.

- Subject-specific materials for the Sixth Form provision are selected by the LRC Manager after consultation with Heads of Subjects and teaching staff.

Stock Deletion:

Fiction

- Books that are in a shabby or damaged condition.
- Presentation that is old fashioned and outdated.
- Is part of a set of books where several are missing, and the others cannot be sourced and purchased.
- Items (other than classics) that have not been out on loan for the previous five years.

Non-Fiction

- Books that are in a shabby or damaged condition.
- Content that is out of date, as it can be misleading for students.
- Is part of a set of books where several are missing.
- Items that have not been out on loan for the previous ten years.

Disposal of stock

- Fiction books may be given to teachers for their classroom use (i.e. book boxes for form time).
- Non-fiction may be given to departments, but not if outdated.
- Books can be disposed of in the recycle bin.
- Books can be given to local charity shops provided that all school markings are removed.

Donations:

Donations are welcomed, but it is the decision of the LRC staff as to whether the item(s) should be added to stock.

Loan Procedures

Years 7 - 11 may borrow four items for a loan period of four weeks (items can be renewed in person or via app/email if not required by other students after this time).

Years 12 and 13 may borrow six items for a loan period of four weeks (these can be renewed in person or via app/email if needed).

Staff members may borrow up to four items for a loan period of four weeks (these can be renewed in person or via email if needed).

Students are not charged fines for overdue books, as children are not charged fines in a public library. The main objective is to have the book returned - putting a financial barrier in the way can hinder this, but we do charge for lost or badly damaged books.

The library management software is used by the LRC staff to recover overdue items from students. This is done by sending a series of emails to the student and if there is no response to this, then an email(s) and letter(s) is sent home, followed by a phone call if necessary. ParentPay will be used to collect monies due.

Displays and Promotions

Displays and posters both inside and outside the LRC will be engaging and informative and contribute to presenting the resource as a focal point of the school.

All staff should be 'reading role models' encouraging students through recommendations of their own reading and discussions around books. The LRC will facilitate opportunities for all staff to be able to promote and encourage reading of all kinds.

The displays will often focus on competitions; both internal competitions, and external ones; and on other opportunities on offer to our students, such as the Staffordshire Young Teen Fiction Award (YTF), Carnegie Shadowing, and World Book Day.

Reward Scheme for year 7 & 8 Reading Lessons, 'Harry Potter' tickets issued for good work and a draw for prizes is made at the end of the academic year.

Learning Skills

To assist in the process of helping students become independent learners, opportunities will be provided for all school members to be trained in using the LRC facilities and become familiar with library skills such as using book indexes, contents pages, glossaries, dictionary use and finding specific items on the library computers 'search' system.

Support will also be provided for lessons based in the LRC, provided that the teacher has discussed their requirements beforehand.

Behaviour/Rules

Students must always behave sensibly and quietly.

- No chewing, eating or drinking allowed.
- Mobile phones are not to be used in the LRC, including after school.
- Books are to be returned to their proper place and workspaces are to be left tidy.
- Students are expected to behave in a sensible manner and to respect the needs of other LRC users.
- Noisy, disruptive students will be given a warning and if they continue to behave in an inappropriate way, will be sent out of the LRC. Future library access will be restricted for students who choose to disregard our code of conduct.
- If students use the LRC facilities after school, they must be doing homework or reading quietly and following the LRC Code of Conduct and the ICT Acceptable Use Policy.
- The LRC is not to be used as a social gathering.
- The LRC is a quiet working environment throughout lesson time. The silent restriction is lifted at break, lunchtime and after school but students are still expected to work as quietly as possible.
- If students want to use the LRC during form time they need to have prior permission from their form tutor.
- If the LRC is booked for a lesson, then only the students in that lesson may use the LRC unless otherwise agreed with the teacher or LRC staff.
- Language should be appropriate for school.

Funding

The LRC receives funding in the form of an annual budget allocation, which is reviewed on a yearly basis. Provided finances permit, this should allow for expansion in order that the school is able to meet the guidelines set for the renewal of 10% of worn or outdated stock each year.

Future Developments

The LRC aims:

- To continue to develop the positive relationships with other departments.
- To continue encouraging students to use the LRC for work or pleasure through their own personal choice.
- To develop a curriculum map so the LRC is aware of what topics are being taught during the academic year and which resources are required for this.
- To further promote the LRC as a safe space for students to support their mental wellbeing.

Professional Guidelines

The LRC aims to adhere to the School Library Association guidelines which stipulate that every secondary school library should provide:

10 items per student aged 11-16, of which 50% should be fiction, and 50% non-fiction. 17-25 items per student in the sixth form age range.
A stock replenishment of 10% every year.²

This policy works alongside the:

- Literacy Policy
- Anti-Bullying Policy
- School Uniform & Mobile Phone Policy
- E-Safety Policy
- Safeguarding Policy
- Behaviour Policy
- SEND Policy