

## BORROWING

The library has a computerised system to enable us to keep an accurate record of students' borrowing and track their reading.

Students may borrow up to **4 books/resources** at any one time. The standard loan period is **4 weeks**. Books **MUST** be returned by the date stamped on the label inside. If you need a book longer it may be **renewed** for another 4 weeks unless another student has already put in a reservation request.

If you would like a specific book or perhaps you have a favourite author that you can't find please **speak to Mrs Cruickshank** who will check whether we have it or not. If on loan to another student you can **reserve** it for when it is returned. If it isn't in stock Mrs Cruickshank will add it to a list to be considered the next time she is ordering.

**REMINDERS** for overdue books are sent out each month to form tutors and an automated email is sent to students' school email account. Reminder texts are also sent home and when resources are over 3 months overdue parents/ Carers will be contacted by letter *see below*.

The school **doesn't** charge fines for overdue books however, if a book has been **lost** or **damaged** please let Mrs Cruickshank know as soon as possible. Depending on the circumstances you may be asked to pay for it to be replaced. Students with seriously overdue books **aren't** allowed to borrow any more until the situation has been resolved.

## Library Code of Conduct

Behaviour should be **calm** and **respectful** to all other users.

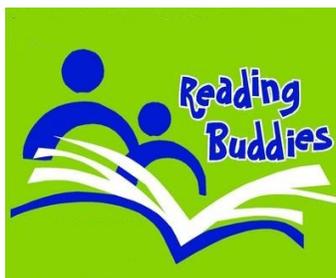
Talk **quietly** in the library and do not shout across the room.

Use the library for the following **activities**: homework, reading, drawing or board games.

The library computers are for **homework** and **school work** only.

Only **water** is allowed in the library.

**The library** is for everyone to use and is not a social place for you to meet and chat.

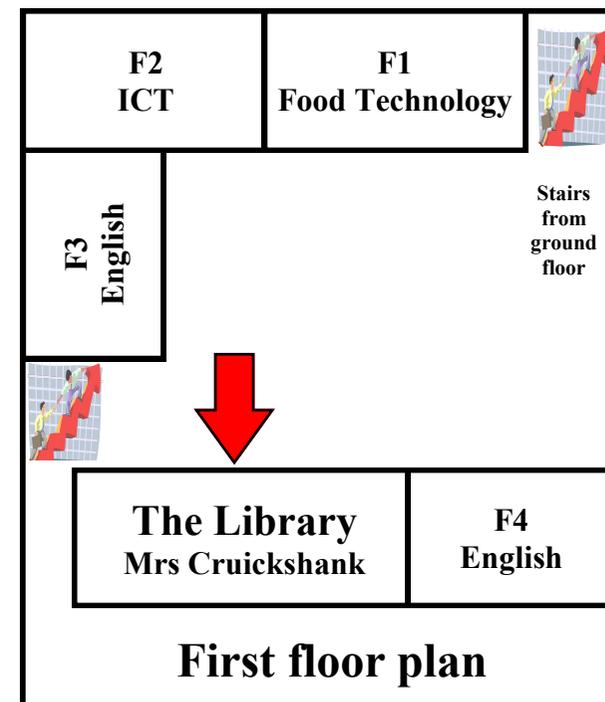


For a number of years we have run a successful paired reading intervention during registration times.

Volunteer YR9 & 10 students receive training to help Yr7 & 8 students who haven't yet achieved the functional literacy level of above 11.6 years. Participation is based on literacy tests run 4 times a year to determine reading and spelling levels. This peer led intervention (praised by OFSTED) has proved to regularly have a high impact on raising students reading levels and also to improve their engagement with reading for pleasure.



## SCHOOL LIBRARY



**MRS S CRUICKSHANK**



