



**Carshalton High School for Girls**

***Learning Resource Centre  
Policy***

## **Statement of Intent**

The LRC supports staff and students. Helping them develop the skills required to find information efficiently and evaluate it independently. The LRC promotes both reading for pleasure and reading for research by holding up to date relevant literature.

## **Aims**

- To allow equal opportunity of access to all members of the school community
- Act as a place of safety for less confident and vulnerable pupils
- Provide books, website subscriptions and other resources to support activities for students of all abilities and advise on their use
- Provide good fiction and Book Clubs to encourage reading for pleasure.
- Maintain a quiet, pleasant, comfortable and safe environment whilst supporting independent study and reading for pleasure
- Use Accelerated Reader as a tool to improve reading in KS3
- Promote the use of all LRC resources, working closely with staff and listening to the needs of the students.

## **1. Management**

1.1 The LRC is open and staffed Mon – Friday from 07.30 – 16.00

1.2 The LRC Manager works full time and the LRC Assistant works part time every day.

1.3 The LRC is line managed by a member of the Senior Leadership Team.

## **2. Environment and access**

2.1 The LRC is furnished with college style table and chairs to encourage mature behaviour and a relaxed atmosphere. It has a classroom area with Interactive White Board as well as computers, independent study area and a comfortable reading corner.

2.2 It is open to students from 07.30 – 16.00. Students have access to the LRC before and after school and at Break and Lunch time. Teachers and Learning Support Assistants can use the space during lesson time but students are not permitted to work alone in the LRC without written permission from a staff member. Year Leaders and AHOYs can arrange for students to use the independent study area when they can't attend lessons for either medical or respite reasons.

2.3 The LRC uses display boards and book shelves to display students work and current information. The displays are changed by the LRC staff regularly. Themed displays encourage interest in current events.

2.4 The LRC is a quiet and calm place to work. Everyone is encouraged to consider others and keep to a sensible noise level. Students are not allowed to eat or drink in the LRC (plain water is permitted)

2.5 A member of the LRC Staff is always available to help pupils find the information they are looking for. Information skills Induction sessions are given to all Year 7 pupils.

2.6 The LRC has effective signage around the whole room, helping students to independently find their way round.

### **3. Funding**

3.1 The LRC Manager will bid annually for a share of the school budget.

3.2 Additional funding may be received throughout the year for projects from the Jack Petchey Foundation or other charities and organisations offering grants.

3.3 Book Club and supplier loyalty schemes commission will be spent on books.

### **4. Resources**

4.1 The LRC aims to provide easy access to up-to-date information.

4.2 CHSG library is run using Oliver; a web based library operating system. It is hosted by Softlink and is available for staff and student use inside and outside of school. All students are given their usernames and shown how to access their own accounts during the Yr7 Induction lessons so they can reserve or renew loans and use the research tools.

4.3 The Fiction stock is chosen to support reading for pleasure, providing up to date fiction and keeping up to date with the latest trends, awards and series, along with pupil suggestions. It is classified in alphabetical order by author surname.

4.4 Non Fiction, including Reference and Revision Guides are based on the curriculum but also includes material of general interest and difficult to tackle issues. The Non-Fiction stock is classified using the Dewey Decimal System.

4.5 Other resources include First News – Children’s newspaper, magazine subscriptions, DVDs, and access to Overdrive E and Audio Books using Overdrive which is provided and supported by Sutton Libraries.

4.6 Students have access to the internet. The LRC staff encourages them to use their information retrieval/literacy skills to safely use it and find trustworthy and relevant information.

### **5. Extra-Curricular and Community – known as LRC Extra!**

5.1 Supporting the school ethos, **C**ommunity, **H**armony, **S**uccess and **G**rowth the LRC is used for

- Extended use; Community Projects, Governing Body Meetings, outside speakers and School Reunions.
- Support Extra-Curricular use; Extra Curricular Clubs, Homework Clubs, Book Club, Caught Reading scheme and Accelerated Reader.
- Host; organise, support and promote charity and House events.

### **6. Rules for Use**

6.1 Rules are necessary to enable all users to make best use of the LRC and the resources in it:

- Food and drink is not allowed, except bottled water as per school policy
- Users must show consideration for others by walking not running and by maintaining a working level of noise
- During lessons, students in Years 7 to 11 must have a permission slip to come to the LRC
- Mobile phones, music players or using headphones for activities other than work related are not allowed
- Sixth Form may listen to music, provided it does not disturb anyone else

- Users must adhere to the school's policy on use of ICT
- Items must not be removed from the LRC unless booked out with a staff member
- Staff booking the LRC for a lesson will understand that priority will be given to research classes using multiple resource types
- Classes must be accompanied by a teacher or LSA

**Reference**

The CILIP guidelines for secondary school libraries