



**FORGE
VALLEY
SCHOOL**
& SIXTH FORM

LRC & LIBRARY POLICY

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Version	Section	Amendments	Date	Authors
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We have carefully considered and analysed the impact of all school policies on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

This policy has been developed by building on our own best practice and that of other educational networks. It has been developed in consultation with governors and staff and is accessible through the Forge Valley website.

The policy is updated annually and is publicly available on the school website



1. Purpose

To promote a culture of Reading Confidence; to support and cultivate our community's collective self-efficacy as readers, to the purpose of maximising academic outcomes and instilling life-long self-belief.

To promote a culture of Elective Reading; to increase the likelihood of young people having positive, compelling encounters with books and reading.

To promote curiosity and an enthusiasm for knowledge and understanding of the world; to contribute to the spiritual, moral, cultural and mental development of our students more generally.

To maintain and develop a collection of resources that support the purposes described above.

To act as a hub of independent learning and research, a place of collaboration within the school, and a link to other schools, the local community and external agencies.

2. Vision & Method

Ambition | We aim for world-class. Our reading confidence programmes and library management systems are innovative and informed by the latest research. We continually reflect and improve as and when opportunities to do so arise.

Endeavour | The LRC is a calm but active space. It is a place where we work towards our own goals, personal, professional and collective. We maintain high expectations and work for the benefit of our own academic aims and to make this environment positive for one another.

Success | We celebrate our community, our readers and the worlds of literature and information. We are warm and welcoming. Our approach to reading confidence is enthusiastic and curious. We promote a culture of self-efficacy and a positive, constructive relationship with failure.

3. Environment and Image

The LRC as both a physical space and an institution is a beacon of enthusiastic academic curiosity, where research and independent study are encouraged.

The space will be kept tidy and accessible, with clear signage and organisation, so that it is easy for users to find what they are looking for.

The LRC will promote itself and its purposes through collaborations with teachers and tutors, physical displays and online content.

The LRC is a bookable space, available for use as a teaching space like any other classroom. Staff can book the space and contact the librarian to discuss their intentions for using the LRC and efforts will be made to accommodate requests.

4. Behaviour

Behaviour expectations in the LRC are high. They exist to support the beneficial use of the LRC. The school's behaviour policy applies within the LRC, and instructions are to be followed First Time, Every Time.

Everyone in the LRC will be held responsible for keeping it tidy. In line with school policy, mobile phones are not to be used within the LRC for any purpose.

Food is not allowed in the LRC.

"Party Time" | at certain times, it may be appropriate to allow the consumption of food and drink in the LRC, at pre-planned supervised events. To avoid contradicting this policy, these events will be clearly signposted.

4. Students in The LRC during lesson times.

LRC staff will challenge any student KS4 or below arriving at the library during lesson times, in keeping with the school policy that students are not allowed to be outside their lessons unsupervised.

5. Appropriate Use of IT.

Use of IT must be in keeping with the school general IT policy. In line with the general vision of the LRC described in this policy, students' use of IT for independent research and discovery is encouraged.

6. Borrowing, Returns and Billing for Non-Renewed Items

Most resources in the LRC are available to loan. Our standard loan term is three weeks. Some special collections are subject to shorter loan terms. Loans may be renewed indefinitely; however, the library reserves the right to recall all resources at any time.

We do not issue fines, however if resources are returned damaged to the extent that we cannot reasonably issue them for future loans, missing or otherwise not returned, a replacement copy will be sought at the expense of the borrower.

7. Opening Times

The LRC is open at the following times:

8.30am until 8.40am

All school lunchtimes.

15:00 until 15:55pm Mon – Thurs

15:00 until 15:30 on Fridays

During these times, students may use the library to read, check out and return books, complete schoolwork or homework, study or take part in organised activities.

8. Accessing the library/library stamps

Pupils in Y7-11 are expected to remain downstairs during social times. To facilitate access to the LRC at break & lunch each day, students are therefore required to collect a stamp in their planners between the times of 8.30am and 8.40am in the morning or after 3pm the day before. The LRC has limited space. If pupils are not using the space responsibly, they may be asked to leave.

9. Pupil Librarians & Volunteers

Pupils may apply to assist with the running of the school library via several channels including the Duke of Edinburgh award programme, Y10 & Post16 work experience and the dedicated pupil librarian programme. Pupils who dedicate themselves to this endeavour are duly rewarded.

Pupils may apply to become Reading Mentors, who will support younger readers to develop their reading skills and confidence. Dedicated Reading Mentors will receive training and certification for their participation in the programme.