

Mission Statement

The library seeks to support the educational, pastoral, and co-curricular aims of Tarleton Academy by acting as a central hub for study, learning, and reading for purpose. It is a welcoming, inclusive, well organised, and safe space where all students are encouraged in their reading, learning and social development. The library aims to serve students and staff at Tarleton Academy with fiction and non-fiction books, as well as materials for wider reading, curriculum support and personal development. All staff and students are members of the library and are encouraged to take advantage of the many opportunities and activities the library has to offer. We specifically affirm and support the Tarleton Academy literacy policy with the aim of increasing engagement with literacy and reading for purpose across the school. The library is committed to ensuring equitable access for all students, including those with SEND, EAL, or additional learning needs. All library activities and resources are managed in line with the school safeguarding and online safety policies.

Management and Communication

The library is managed by our Higher-Level Teaching Assistant, Miss Scott, with the support of the English Department and our volunteer Student Librarians.

Opening Hours and Access

The library is open every day at lunch time and after school until 4pm for students. The library is accessible to all students during these times.

Loans and Overdue Books

All staff and students are registered on our library management system, Abracadabra, and have the ability to borrow books from the library.

The loan period is 2 weeks and students are informed of their return date on issue of the book. Students can return their books to the library during social times or afterschool. Books should not be returned directly to the shelves but to the returns tray located by Miss Scott's desk, so the book can be returned on the Abracadabra system. If the book is directly returned to the shelf, Miss Scott will assume the book has not been returned and follow the process below.

Students will be contacted by the Abracadabra system via their school email when their book is 7 days overdue. If the book exceeds 14 days overdue Miss Scott will speak to the

student directly and issue a paper reminder slip. Following this, if the book still remains unreturned Miss Scott will contact home via Arbor in-app message.

Missing or Damaged Resources

If a library book is lost or returned damaged beyond repair, students are responsible for either providing a replacement copy of the same title and edition, in good condition, or paying the preset replacement fee via Arbor. Once the replacement book has been checked and approved, or the payment has been received, the library record will be updated and the item cleared from the student's account.

Students are encouraged to resolve missing or damaged items promptly to avoid further reminders or restrictions on borrowing. If this is not resolved, students may miss out on a place at the end of year rewards trip.

Expectations in the Library

Students are expected to behave in an appropriate manner for the library during social times. It is a safe space to read, do homework or play a quiet game with friends. Any students not behaving appropriately will be asked to leave the library, a ban may be issued to frequent offenders.

Students are not permitted to eat or drink in the library and any students found doing so will be asked to step outside.

Resources

Collection Management

The collection of resources kept in the library is managed by Miss Scott with the help of Student Librarians. Miss Scott is responsible for the selection and purchasing of new materials but will always encourage students and their families to suggest titles they wish to see in the library.

Reader Advisory Guidelines

All books are checked for suitability for all year groups prior to purchase. Any books that have mature themes (swearing, references to drugs, alcohol or sex, etc) are labelled with a 'Young Adult' sticker before being shelved. The library aims to provide broad access to literature while supporting students in making age-appropriate and informed reading choices. Professional judgement may be used when advising students on suitable materials.

Complaints and Challenged Materials

Any complaints or queries about the materials kept in the library should first be directed to Miss Scott via the enquires line: enquires@tarletonacademy.org

Library Activities

The library offers a wide variety of activities throughout the academic year. For example:

The display board in the library is updated half termly with a new competition or activity for the students to participate in, some of these will offer a prize to a random participant.

The library also offers several virtual author visits throughout the year for students to participate in. Students will be approached by their English teacher or Miss Scott to participate in these events.