

The School Library: Our Mission

Welcome to our school library!



Placed at the heart of the school, our library aspires to nurture and encourage a lifelong love of reading. With many forms of literature to delve into, our library contains close to 5,000 books, as well as subscriptions to magazines and newspapers. Pupils are also exposed to media forms such as ebooks and audio books.

We aim to facilitate each individual child's needs, including special educational needs resources, as well as books for children whose first language may not be English.

The library endeavours to be accessible to all, with each class having their own timetabled session, as well as being open to year groups every break and lunchtime.

Our library database can be accessed from home*, allowing the children to search for books; we will always strive to acquire popular books if we do not already have them, keeping our stock relevant and up to date.

Through the use of the library, we believe that pupils will gain lifelong information skills, as well as developing a sense of well-being found from reading a book that they enjoy. We strive to ensure pupils reach their full potential; this, we believe, runs parallel to pupils actively engaging in the excellent resource found at the heart of our school.

* <https://putnoeprimaryschool.scoutasp.co.uk>

The School Library: Our Policy

To effectively address our mission, we rely on the co-operation pupil and parent co-operation. When a book is taken from the library, we trust that it will return safely. On the occasions where books find themselves unable to be used again, we have set a policy to ensure that stock is retained and there is no detrimental effect on the children's use of the resources.

"We lost a library book. What do we do?"

If a book has been missing for less than three weeks, then your child will receive a verbal reminder. Once an item has been out from the library for more than four weeks, it will be considered lost. A letter will be sent home asking for the cost of a replacement unless the book is returned. Once payment has been made, the book will be taken off of your child's account. If books are continually misplaced or lost, then the librarian will review the situation and a decision may be made to not allow your child to take books home from the library.

"We accidentally damaged a library book. What do we do?"

During library sessions, children are advised on how to take care of their library books, including keeping them away from the following:

- Pets – especially dogs that like to chew!
- Babies and younger siblings who may not know how to look after books
- Food – Please keep books away from the kitchen table!
- Liquids – Spillages on books will always end badly!

Pupils are advised to keep their books away from these 'dangers', but occasionally a book is accidentally damaged.

If this does happen, please reassure you child that they will not "get into trouble". Accidents happen and they can always be dealt with. Our main concern is the book itself and whether it is repairable. Always bring the damaged book into school, where I will see whether it can be fixed. If not, then a letter will be sent home asking for the cost of a replacement. Whilst the damage may not be deliberate, the library strives to keep stock at a good level for all children to access; we thank you in advance for your co-operation.

If you have any further questions, please contact the school office who will pass on any queries to myself.

Many thanks,
Miss Chatley
Librarian

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