

**OUR LADY'S**  
*CATHOLIC*  
**HIGH SCHOOL**



# Reading Room Policy

**Approved by:**

QoE Committee

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### 1. Our Mission

Our Lady's Catholic High School enables all in our school community to achieve their highest potential and prepares our students to become compassionate and caring citizens, aware of their global responsibilities.

We achieve this by maintaining high expectations of the individual, appreciating that we are all members of a diverse community, living our Catholic faith and embracing the Servite values.

Our Reading Room will be a key facility and resource to enable us to deliver our mission **and in particular to provide support for literacy and to nurture a love of reading.**

### 2. Core Aims and Objectives of the Reading Room

- provide appropriate books for recreational reading **and curriculum support** and to try to foster a love of reading in all children regardless of ability.
- maintain a quiet, calm and inviting environment for reading **and research.**
- be a vital part of school life and to provide pupils with opportunities for reading for pleasure .
- to provide extra-curricular activities for students to foster a love of reading **and knowledge development.**
- to provide a calm space and appropriate resources for reading lessons **and literature** as part of the English curriculum

### 3. Reading Room Resources

- maintain a useful collection by regular weeding out of books which are irrelevant, out of date or in poor condition.
- **maintain a record of stock held**
- frequently update book selection using reading room budget.
- operate the reading room management system to ensure efficient loans and requests **and to monitor use.**
- encourage use of outside libraries and sources of information wherever necessary and encourage and promote home reading.
- ensure that material deemed sexist, racist, homophobic or otherwise offensive or sexually explicit is not accommodated.
- provide students books where challenging issues and themes (such as death) are explored in a safe and appropriate way.
- some books may be restricted to older year groups at the supervisor's choice and discretion (this will never be based on the length of the book or higher-level text within, but rather the social or emotional content of said text).

### 4. Reading

- provide a wide range of fiction and non fiction to encourage all ages and abilities.
- encourage pupils to stretch and develop their reading abilities
- provide the latest best fiction wherever possible and be able to recommend books to pupils by staying informed on current books
- provide an up-to-date recommended reading list for **each year group** readers **and share this with tutors and parents**

- encourage reading and discussion of books by various means e.g. book reviews, literary websites, summer reading schemes, book fairs, author visits, reading clubs, **social media** etc
- to foster a love of reading for pleasure and to actively encourage the same to support all pupils in the school and ensure that the reading room meets their reading tastes and levels
- help students with choosing most appropriate book for their needs - whether that be for enjoyment or challenge

### 5. Environment

- maintain order and create a quiet purposeful environment in the reading room to encourage independent learning and reading.
- display books and pupils' work wherever possible to stimulate interest
- ensure that the library is a calm, pleasant, tidy and welcoming environment where pupils feel happy and at ease.
- **ensure that reading materials are displayed and accessible as appropriate**

### 6. Budget

- manage reading room funding – purchasing all stock for the reading room and keeping clear records of all purchases **and stock when stock is deleted. This should be listed for the line manager before disposal.**
- provide the best possible quality and range of resources at the best possible value across a variety of suppliers

### 7. General

- keep the reading room open at lunchtime **and breaktime** and/or before/after school for pupil use.
- provide opportunities for service and supervise work undertaken by pupils (i.e. Reading Room Assistants)
- adhere to whole school policies wherever relevant e.g. health and safety, discipline, **behaviour, safeguarding**, internet use etc
- monitor and evaluate reading room procedures and programmes to ensure their effectiveness and relevance **and provide support for monitoring processes including improvements in literacy**
- monitor pupil use and ensure that there is an active policy of involvement of all children in the reading room regardless of ability
- monitor reading room statistics and issue figures to ensure that the stock and pupil use remains dynamic **and evaluate this as a half termly by year group.**
- **support the work of literacy at the school by the distribution and exchange of books in cooperation with the SENCO**