



Library Strategy

Mission statement

Krishna Avanti Primary School strives to support individual pupils to become well-rounded global citizens through intellectual, moral, and spiritual growth, and so make the world a better place.

Placed at the heart of the school, the library's mission is therefore to use its resources to positively promote the intellectual, moral, social and spiritual as well as the cultural development of our children and to reflect the needs of all our pupils.

We want to create confident, enthusiastic readers and engage children in life-long learning by exposing them to a wider world of ideas and imagination. The importance of reading for pleasure has been well documented. Reading unlocks a world of knowledge and learning; when children read for pleasure, they build their knowledge and vocabulary, develop spelling and punctuation skills, increase empathy and improve wellbeing. We aim to foster and instil a love of reading for pleasure in all our pupils. The information below explains how we will achieve this.

Aims

- To provide children with a stimulating, yet relaxing environment, in which they feel comfortable in selecting texts and learning materials of their choice.
- To create an attractive and colourful space for younger children to develop a love of reading through story time sessions.
- to extend children's learning experiences and reading for pleasure by providing a variety of books to suit all ages, interests and reading abilities.
- to develop children's information retrieval skills in order to enable them to become independent learners.
- To ensure that available resources are current as well as reflect and respond to the needs of the curriculum and pupils' diverse cultures and backgrounds.
- To introduce pupils to a variety of genres, cultures and periods in history through a wide range of fiction and non-fiction.
- to support teaching and learning in the school, and to enrich the curriculum.
- to provide opportunities for children to access resources for themselves to widen their understanding of a particular topic that interests them.
- To provide support and advice to pupils with their book choices and reading.
- To celebrate and promote reading through interesting displays, reading competitions and participation in external reading events.
- To organise visits to the school by published poets and authors to inspire pupils' reading and creative writing.
- To maintain links with external agencies and develop connections with local libraries through participation in various local and national reading programmes.
- To encourage a responsible attitude towards books and the library environment and respect for other library users.

Organisation

The library is an open space leading out to the rest of the school. As pupils travel through this space several times in the school day they are surrounded by books and reading displays which constantly stimulates their interest and encourages browsing.

The KAPSH library contains well over 9,000 books arranged in shelves all around the library. Sturdy wooden stepping stools are provided to help pupils access all the books.

Fiction is labelled alphabetically by the first letter of the author's surname. Non-fiction books are colour coded by topic and are shelved separately from fiction books. Picture books for younger readers are arranged in colourful kinder boxes at floor level to make them easily accessible.

Fiction books are arranged in the following sections:

- Short chapter books (for beginner readers developing fluency and independent reading skills)
- General fiction books (for ages 6-11)
- Quick reads (short but stimulating books for reluctant or dyslexic readers)
- Classic fiction books
- Graphic fiction books (includes graphic version of popular novels suitable for reluctant readers)
- Poetry
- Myths and Legends
- Year 6 only books (books that deal with themes more suitable for pupils moving to secondary school)

Non-Fiction books are arranged in the following categories:

Science (STEM)	Geography	History	Atlases
Countries & Cultures	Animal Kingdom	Plants	Sports
Biographies	Food	Transport	Multi-faith
Hindu faith	Arts, crafts & DT	Other Languages	Jokes & Riddles
General knowledge	Occupations	Human body and it's care	Government, Politics & Society
Emotional & Social Wellbeing		Space	Dinosaurs
Geography		Gaming and Chess	

All classes are timetabled to visit the library every week with their teacher and learning support assistant. These sessions provide the opportunity for free browsing, borrowing and reading for pleasure. EYFS children visit the library once a week for story time as well as browsing and borrowing books. Ensuring pupils visit the library every week and monitoring their reading and book loans is the responsibility of the class teacher.

The library is open for the whole school at lunchtimes Monday to Wednesday when the library co-ordinator is present.

Borrowing

The library uses a digital cloud-based management system called Reading Cloud. Every single book in the library is scanned into this system and is given a barcode. Similarly, each pupil is assigned a unique barcode when they start school which remains with them as they travel up through the key stages. Pupils' barcodes are scanned against the books they borrow so the school can track which books have been loaned to which pupil and to monitor pupils' borrowing and reading habits. Pupils can also access the school library catalogue, as well as their library account from home to check their loans by using the following link on Google Chrome: u021698.microlibrarian.net
Pupils' individual barcode number will be their username and password.

Pupils in EYFS and Year 1 can borrow one library book per week from the picture book section as they are also given a decodable stage book to take home. Year 2 pupils begin by borrowing from the short chapter books and non-fiction and move onto the rest of the fiction section as they develop into more confident readers. From Year 2 onwards, pupils can borrow up to two books each for a loan period of two weeks. All loaned books must be returned at the end of the academic year before the summer school holidays.

Overdue, Lost and Damaged Books

Library books are an expensive investment by the school for the benefit of all pupils. Pupils are taught from a very young age the importance of taking care of school property and respecting books. It is therefore vital that parents support the school by ensuring their children are responsible caretakers of the books they borrow from the library.

- Once a book is issued to a pupil through Reading Cloud, it is then the pupil's responsibility to ensure the book is returned in good condition before the end of the loan period.
- Parents and guardians are expected to supervise their children's borrowing and ensure that library books are looked after and returned promptly.
- If parents are planning to remove their child/children from the school, it is their responsibility to make sure all library books are returned.
- Once the two week loan period has passed pupils will be automatically locked out of Reading Cloud and will not be able to borrow anymore until the books have been returned.
- Verbal reminders and written reminders will be issued after two weeks.
- Lost and damaged books must be replaced with an identical copy (a second hand book in good condition is acceptable), otherwise pupils will remain locked out of borrowing from the library.

Staffing

Library Co-ordinator

The current Library Co-ordinators are Mrs Bitton and Mrs Nielsen, who have dedicated time to carry out a range of tasks and duties to ensure that the library is always accessible for all staff and pupils. They work Monday to Thursday and can be contacted via the school email with any library related queries.

Year 6 Pupil Librarians

Year 6 pupils volunteer as pupil librarians and are supervised by the library co-ordinator. They help to shelve returned library books, keep the library tidy, update displays and undertake other small tasks as necessary directed by the library co-ordinator. Volunteers are selected through an annual application process overseen by the English lead with input from class teachers.

Parent Volunteers

The school welcomes parents who wish to volunteer in the library. They will be trained by the library co-ordinator in the use of Reading Cloud and will help maintain the library and support the pupils who use it during lunchtimes. Parent volunteers need to be DBS checked and be willing to commit to a minimum of one term's support.

Date of strategy: Autumn 2024

Date of review: Autumn 2025

Appendix

Duties of the Library Co-ordinator

The Library Co-ordinator is responsible for:

- ensuring that the library is a tidy and well-maintained space
- taking care of the books so they are in good condition and keeping an up-to-date stock
- selecting new books taking into consideration the school curriculum and the interests of the children gleaned through pupil voice
- providing up to date reading lists and reading recommendations for pupils
- ensuring Reading Cloud is functioning effectively
- scanning all new books into Reading Cloud
- issuing barcodes for all new pupils
- monitoring book loans and ensuring reminders and invoices are sent regularly for overdue, missing and damaged books
- promoting reading for pleasure through interesting displays, regular reading events and running book clubs
- keeping all school staff informed regularly on matters relating to the library
- supporting class teachers in maintaining well-stocked classroom reading corners
- supporting and training class teachers and LSAs in the use of Reading Cloud
- organising author and poet visits
- co-ordinating parent library volunteers
- training and overseeing pupil library monitors
- supporting the English lead in promoting reading across the school
- responding and resolving parental queries relating to the library
- fundraising for the library through book sale events
- liaising with Harrow School Library Services
- co-ordinate project loans from Harrow School Library Services
- attending termly Harrow schools' library co-ordinator meetings and Reading Cloud training sessions
- utilising the School Library Association (SLA) membership to keep up to date with new developments and training
- promoting national and borough led reading events within the school such as the Summer Reading Challenge and Harrow Junior Book Award

Duties of Pupil Librarians

- Follow the Library Co-ordinator's instructions and complete jobs from a task list.
- Learn how the library is organised and how the shelving system works.
- Keep the library area tidy by putting beanbags and seats away neatly.
- Keep shelves tidy by putting books back and arranging the picture books in the kinder boxes.
- Ensure that books are shelved correctly
- Create shelf and book labels and repair them if they are damaged.
- Help with creating displays for different reading events.
- Monitor and update display books
- Help the Library Co-ordinator during book sale events.
- Support pupils using the library.
- Stamp, label and scan new books into Reading Cloud.
- Co-operate with fellow team members and demonstrate the school values at all times.