

Woodchurch High School

A Church of England Academy



LEARNING RESOURCE CENTRE POLICY DOCUMENT

Reviewed – June 2014

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Aims of the Learning Resource Centre

- a. To provide an environment and resources which encourage all pupils to establish a habit of reading widely for enjoyment.
- b. To provide resources and guidance appropriate to the whole school curriculum, enabling pupils to learn and to feel confident in researching information independently.
- c. To assist in the process of self discovery and raising self esteem.
- d. To aid a young person's understanding of their own culture and the lifestyle and beliefs of others.

Objectives

To achieve these aims the school will:

- Provide a quiet and welcoming atmosphere in which pupils are encouraged to read for pleasure.
- Provide opportunities for pupils to discuss their reading and seek advice on choosing their books.
- Provide a range of fiction, which is classified under sections which are easily identified by pupils (genres), by means of labelling and colour coding.
- Provide texts of differentiated levels to encourage reading by even the least confident or disadvantaged readers, whilst offering opportunities to enrich the reading of more able pupils.
- Provide books, chosen specifically to appeal to more reluctant readers, especially boys. This includes titles on sport, science fiction, ghosts, fantasy and humour.
- Provide magazines and picture books of interest to pupils of secondary age group.
- Provide biographical and autobiographical books to help pupils empathise and understand how other people have been motivated in their lives.
- Support Curriculum and Literacy Policy of the Whole School (Reading for pleasure as background to studies).

- Take an active role in initiatives to provide more books for schools by holding Book Fairs, Book Clubs and collecting tokens for free books from a variety of sources.
- Provide a range of appropriate information texts (books and Encyclopaedia) to support curriculum areas. Titles chosen after consultation with faculties through faculty members.
- Provide access to the Learning Resource Centre for Year 7 and Year 8 in English Lessons and opportunities for pupils to learn about how the Learning Resource Centre is organised and KS4 study support.
- Provide computers, Internet access and the shared area to support the curriculum.
- Open the Learning Resource Centre before school, at breaktime and lunchtimes to allow pupils to retrieve information and research their homework and support with equipment and readiness for learning through the sale of equipment at break time.
- Promote the use of the Learning Resource Centre in conjunction with Homework Club and support for skills school and after school every day.
- Ensure that the staff are able to order up-to-date materials which are stimulating and demanding to the pupils. She will keep herself fully briefed regarding “good practice” in school libraries.
- Work closely with all curriculum areas to ascertain their needs for provision of materials for independent study.

Staffing

Mrs A Cashmore
Mrs J Wood

Access to the Learning Resource Centre

The Learning Resource Centre is far more effective when access is available throughout the day. It is open to pupils and supervised during all pupil breaktimes, lunchtimes and before and after school. It is also open to pupils sent by teachers during the working day and for study periods. Thus we are in a better position to cater for the development of independent learning and research skills.

Opening times: 8.45 a.m. - 3.15 p.m. Daily
 3.15 p.m. - 6.00 p.m. Daily

Mrs Cashmore's role in the Learning Resource Centre is:

- To oversee the management of the daily organisation of the LRC including the ordering of new materials, stationery and computer software, as requested.
- To ensure the LRC is maintained in an orderly fashion and report any repairs and maintenance
- To oversee the logging of the books and ensure books and displays are kept in an appropriate condition.
- To oversee the management of the LRC Stationery Shop with the assigned Year 11 pupils; following the school's financial procedures and to maintain accurate records for audit purposes.
- To train assigned pupils in the use of the electronic bookings system
- To assist with the follow up of lost and overdue books to minimise LRC losses.
- To liaise with the School Leadership Team and English Curriculum Area on all Library related matters.

Mrs Cashmore also monitors the general staffing by pupils and the issuing and retrieval of books. Her role is gradually being expanded into that of a resource manager, facilitating a more efficient use of new and existing resources.

Learning Resource Centre Funding

Learning Resource Centre funding has gradually increased in line with the capitation formula. Further additions to stock have been made by the input of capital from a number of areas:

One off grants to the Learning Resource Centre budget.

Annual Book Fairs - usually provide up to one hundred new paperback fiction books, while encouraging a great interest in reading, throughout the school.

The Parents of Year 7 pupils are invited to join as on Year 7 Parents' Evening in the Autumn Term each year. This is an opportunity to buy carefully chosen books and discuss their children's reading with refreshments provided by the school. Book selections are provided either by Scholastic Publications or W H Smith.

Collection of tokens, points, etc., in any current promotions by companies, to provide resources for schools.

Accommodation and Resources

The Learning Resource Centre is at the heart of the school and serves to support all elements of Literacy, including:

1. Digital Literacy- Cognitive skills that are used in executing tasks in digital environments
2. Computer Literacy- Ability to use a computer and software

3. Media Literacy- Ability to think critically about different types of media
4. Information Literacy-Ability to evaluate, locate, identify, and effectively use info
5. Technology Literacy- The ability to use technology effectively in several different ways
6. Political Literacy- Knowledge and skills needed to actively participate in political matters
7. Cultural Literacy- The knowledge of one's own culture
8. Multicultural Literacy- The knowledge and appreciation of other cultures
9. Visual Literacy

The Learning Resource Centre and the Curriculum

Care and planning have meant that the Learning Resource Centre is used for the teaching of information retrieval and study skills in several curriculum areas. Learning Resource Centre visits are encouraged in Year 7 and Year 8, during English lessons. The processing of material and information also takes place in several areas in the Humanities schemes of work.

The Learning Resource Centre is able to support the Personal Effectiveness Programme Initiative, followed by the whole school, especially in the Spring Term when we focus on Research skills.

Year 11 spend some study periods in the Learning Resource Centre. This enables them to take full advantage of a variety of non-fiction and reference materials to support their study and to read around the subject for pleasure.

Supporting Less Confident Readers

Learning Resource Centre staff are mindful of the necessity to advise and encourage reading, especially amongst particularly vulnerable groups of pupils.

The confidence and interest in reading in those pupils who have become disaffected in the usual materials, have been improved by providing a section of 'easy read' books which are attractively produced and shorter to read.

Titles on sport, horror, fantasy etc have also been purchased and arranged under logical groupings to encourage boy readers in particular.

Learning Resource Centre Procedures

New pupils are advised on the use of the Learning Resource Centre when they first arrive.

Pupils and Staff are allowed to borrow books for two weeks at a time. After that time, they are asked to have their books re-stamped. Computers are readily available.

In a similar way, staff are able to 'book' the Learning Resource Centre during the teaching day, allowing them to take a whole class to make use of facilities.

All staff are frequently asked to make requests for books and software to support the curriculum giving the staff prior warning when setting research homework so that appropriate information is available. Requests for specific titles can be made via faculty representatives or directly to Mrs Cashmore.

Homework Club

The Learning Resource Centre is valuable in providing an atmosphere and facilities of independent study in this initiative which allows pupils to complete homework tasks in a supervised situation after the close of the normal school day. Pupils who have limited access to research materials, at home, find this extremely valuable.

Procedure: Please sign in immediately (use the green folder) as you arrive at the LRC. At the end of each session, please formally log the details of the intervention/support you have given to specific pupils. Please note any issues and ensure that they are all logged before you sign out.

Aim: Homework Club differs from any form of clubs in school where the emphasis is purely engagement. There is a need for pupils to be independent, as far as possible, and the nature of the support given is to be measured according to the pupil we are working with.

This should be emphasised to the pupils who are there, where necessary.

- There is a dialogue between support staff and teaching staff (use planners);
- Pupils are well behaved and well supported as support is measured;
- Pupils are enabled to produce homework independently as a result of excellent support.

Nature of Support: If work cannot be accessed, there is a need to differentiate the work and, where this is not possible, to be proactive in seeking the support of the pupil's class teacher. We should not be completing homework for pupils.

Behaviour: Positive and poor behaviour in this club needs to be treated as positive and poor behaviour would be treated in class (following the school's positive behaviour system). We must ensure we utilise IRIS; there is already a distinct group set up for *Literacy*.

The Way Forward

Our aims are:

- To continue to develop open access to the Learning Resource Centre.
- To refine and expand the role of the Learning Resource Centre in the Student Care Project.
- To continue taking part in initiatives which promote reading and raise funds for the Learning Resource Centre.
- To keep up the general appearance of the Learning Resource Centre and its stock.
- To provide up-to-date and relevant books, magazines and software to support the curriculum as well as to encourage reading for pleasure.
- To support all aspects of the School Literacy Policy.