



# Sacred Heart School

Service Before Self

## Mission Statement:

The Sacred Heart is a Community committed to the education of its pupils in a Catholic Christian ethos, where each person is invited to serve God and others in faith, hope and love.

## Aims:

- To foster spiritual growth in Christian faith and values
- To value, appreciate and enjoy learning
- To work for excellence
- To further curiosity and creativity
- To aspire to high ideals

Curriculum

## Library Policy

### AIMS

- To support classroom curriculum and also to enrich leisure activities and hobbies throughout the school
- To provide a comfortable area for personal study and reading
- To help pupils to develop information gathering skills in a variety of ways
- To communicate with pupils, exchanging views and ideas on books so encouraging an enthusiasm and joy in reading

### THE LIBRARY

- Must try to serve the needs of the Whole School
- Is a central source of information for Staff and pupils, although staff also keep their own personal reference books in their rooms. It is strongly linked to curriculum demands, but also covers a broad range of areas of general and recreational interests
- The school has a strong Catholic foundation but the pupils are welcomed from a variety of non-Catholic backgrounds, which are respected, and their needs recognised wherever possible. This commitment is reflected in the Library where multicultural and spiritual needs are addressed
- Pupils must learn to treat the Library with respect and there are a few basic rules
- A computer system has been developed for registering and lending of books.
- Computers are available and networked for pupils' use
- Classes having Speech lessons have timetabled library lessons for those not partaking in this activity. Senior pupils sometimes have a study period which they can spend in the library.

### MANAGEMENT

- The library is open at all times during the school day
- It is the policy of the school for pupil librarians to run the library during lunchtimes

### REFERENCE

- These books must be used in situ.
- Non-fiction may be borrowed overnight

### FICTION

- These books are shelved alphabetically by author.
- In Years 7 – 9 pupils may be asked to write reports on their reading
- Books may be borrowed for up to two weeks by Year 5 to Year 11

### LOWER SCHOOL

- The management of the Lower School section is largely in the hands of the Head of Lower School
- Years PR – 5 have fiction books in their own classroom
- Lower School staff may borrow books for a topic

### CAREERS LIBRARY

There is an area set aside for Careers Information

### RESOURCES

- The Library provides a comfortable space in which pupils can work, use reference books and read magazines, as well as using resources
- This includes: Computers  
Video tapes / DVD's – issued overnight / weekend

Staff may take their lesson in the Library where Reference Books may be used

### DEVELOPMENT PLAN

- Review of reference/non fiction books by appropriate teachers
- Replacement of older non fiction and reference books with up-to-date books

**Monitoring and Review:**

By English Department and Senior Management on a two year basis