



PRIMARY LIBRARY POLICY

WRITTEN/LAST REVIEWED BY: MONA EL MASRY
RATIFIED BY: SLT
FILE PATH:

DATE: SEPTEMBER 2019
IMPLEMENTED:
DUE FOR REVIEW: SEPTEMBER 2023

Rational:

At Gulf English School Cairo (GES Cairo) we believe that reading and a love of reading are essential life skills to which all students have a right. We are in a fortunate position to be able to provide students with the opportunity to learn and develop these life skills through the use of our library.

Aim and objectives:

We want our school libraries to:

- provide a wide range of quality books to support the curriculum needs of students and teachers
- inspire and foster a love of reading that develops into a habit for life
- provide a resource which enables students to gain the library and research skills they need to become independent learners
- maintain and develop a wide selection of reading material that is easily accessible and well organised
- provide an environment that is welcoming and accessible to all
- provide a simple borrowing procedure to enable students to borrow books independently
- familiarise students with library routines which will give them a generic understanding of all libraries
- extend students' learning experiences.

Accommodation and Organisation

At GES Cairo there is one Primary library on the ground floor which caters for FS to KS2 pupils. The library provides a safe, attractive and welcoming environment and each in turn provides time for quiet reading and information gathering.

The library has a selection of fiction and non-fiction books, and is organised using the Dewey Decimal system, as well as alphabetically by author.

Each book is colour banded to guide pupils in their selection. Each colour represents a different recommended year group and each colour has three shades, light - easy, normal - medium and dark - hard. Children are allowed to choose books from different colours.

There is an interactive whiteboard available for lessons to take place including author studies, listening to online stories, non-fiction research etc... All books and shelves are labelled clearly to help all users find the books they need.

The GES Cairo Library Database used is 'Destiny Resource Management' (DRM) provided by Follett School Solutions. All books are catalogued, and circulation is managed through DRM. It is the responsibility of the Librarians to ensure that books are catalogued correctly on the system and to catalogue new stock that comes into the school. It is the responsibility of the IT technicians to ensure that all students are registered on the database and are able to log in to gain access.



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Big Cat banded books are also stored in the library and are borrowed in the same way as any other library book. (see Appendix for colour bands).

Access/ Timetabling

Start of the Year:

Students' names are entered on the system by the end of the previous year and any updates are added throughout the summer. During the induction period, the library staff arrange and catalogue books, prepare the bar codes and put up displays.

The library is open on the first day of school to all students, from FS1 to Year 6, and books may be borrowed from the beginning of the following week.

The library remains open during the school day. In each Key Stage, the library time and activities vary as follows:

- a. FS1 - Y4 students have 40 minutes of library each week.
- b. Y5-6 students have access to the library during their break times.

During the allotted library time, the students are exposed to various activities such as:

- Having a story read to them
- Reading independently or with a group
- Learning how the Dewey decimal system works
- Activities based on texts that have been read
- Craft activities (FS and KS1) linked to a text and or special time of year

End of Year:

The library remain open until the last day of the school year. Students are able to borrow books until two weeks before the end of term. After this date, the students can experience a range of activities such as quizzes, being read to by other teachers or older students, researching a set topic and looking at books.

Once books are no longer being taken home, the librarians ensure that all books have been returned, sending reminder letters and informing administration of outstanding books.

Students' names are prepared by the IT department and the bar codes updated before school finishes ready for the following year.

Responsibilities of the Librarian and Class teacher

Key Stage One and Two

During the library lesson, the Librarian, Reading teacher, and LDD teacher remain with their classes. During this time the class teacher is responsible for supporting the library staff with behaviour management and following the Primary Behaviour Policy. The class teacher may use this time to read with individual children or assess their reading ability.

Lending of books:



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KS1 students may borrow one book of their choice each week. A book is borrowed for a period of one week and may be renewed for one more week, if the student wishes.

In KS2 the students may borrow up to one English book and one Arabic book of their choice. Books are borrowed for a period of one week and may be renewed if the student wishes.

Damaged or non-return of books

If a book is returned damaged, the student pays for the damaged book. If a student fails to return a book, he/she is given a verbal reminder, followed by two formal letters to parents. If the book has been lost, a replacement fee is charged. The fee is to be paid into the Accounts Department, which then informs the librarian. New books are not issued until the matter has been resolved. Furthermore, the End-of-Year Report is withheld until all library fines are settled.

Library budget

Every year the library is issued with a budget from the Key Stage 1 and 2. This budget is to replace and buy new stock for the library. Communication between the relevant members of Department Heads and the Librarians is actively encouraged to ensure that the books ordered are supportive of the curriculum in place across the school.

If additional resources are required throughout the year, a written request must be given to the School Director for approval.

Learning environment

The librarians are responsible for the displays inside the library. The purpose of these are to promote the library and reading. The expectations for displays are outlined further in the Primary Display Policy.

Inside the Library it is expected that the bookshelves are maintained and kept tidy. Any changes to decoration or furniture and/or walls must be submitted through the School Director and be costed through the Library budget.

Book fairs

Twice a year the libraries provide students with the opportunity to purchase books from an outside company. The children are provided with an order form, which is returned to school and processed. In return for being granted approval to run the book fairs, the book company provides the school with a selection of free books dependent on the size of the original order. These books are allocated to the library.



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Appendix 1: Big Cat Colour Band Reference Sheet



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Support every child on their reading journey from phonics to fluency

		READING LEVEL: KEY STAGE 1										READING LEVEL: KEY STAGE 2								Teacher support and assessment							
PHONICS	PHONICS FOR LETTERS AND SOUNDS	80 fully decodable readers aligned to Letters and Sounds for a secure start to reading.		0 Utc	1A Phx 1	1B Phx 2	2A Phx 3	2B Phx 4	3 Yellow	4 Blue	5 Green	6 Orange	7 Turquoise	NEW READERS AVAILABLE MAY 2019								2 Phonics Teacher Handbooks Full support for integrating Collins Big Cat for Letters and Sounds into your phonics teaching.					
	PHONICS PRACTICE	72 phonic-based readers for further practice and development.	1A Phx 1	1B Phx 2	2A Phx 3	2B Phx 4	3 Yellow	4 Blue																			
GUIDED, WHOLE-CLASS AND INDEPENDENT READING		More than 800 high-quality banded readers for the whole school covering a wealth of genres and topics. Cover the Curriculum with Collins Big Cat: Non-Fiction includes information texts, biographies and reports covering science, geography and history. Fiction includes classics, Shakespeare retellings, poetry and traditional tales to support English.		0 Utc	1A Phx 1	1B Phx 2	2A Phx 3	2B Phx 4	3 Yellow	4 Blue	5 Green	6 Orange	7 Turquoise	8 Purple	9 Gold	10 White	11 Lime	12 Copper	13 Teal	14 Ruby	15 Emerald	16 Sapphire	17 Diamond	18 Pearl	NEW KS2 READERS AVAILABLE MAY 2019		6 Guided Reading Handbooks and 6 Whole-class Reading Handbooks Targeted guided and whole-class reading lesson plans and activities to boost comprehension, inference and vocabulary.
		24 phonic-based readers at an introductory level for Year 2 children who are struggling with decoding.	1A Phx 1	1B Phx 2	2A Phx 3	2B Phx 4	3 Yellow	4 Blue																			
READING INTERVENTION	PROGRESS	72 KS1 levelled readers tailor-made for KS2 children who are struggling with reading.	3 Yellow	4 Blue	5 Green	6 Orange	7 Turquoise	8 Purple	9 Gold	10 White	11 Lime											1 Progress Handbook Practical planning and teaching guidance to boost struggling readers.					
	EBOOKS	More than 300 interactive KS1 and Progress eBooks on Collins Connect.	0 Utc	1A Phx 1	1B Phx 2	2A Phx 3	2B Phx 4	3 Yellow	4 Blue	5 Green	6 Orange	7 Turquoise	8 Purple	9 Gold	10 White	11 Lime											KS1 & KS2 Reading Assessment Tool The most thorough and accurate way of assessing reading using miscue analysis.



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Appendix 2 – Unreturned/Lost Library Book

GULF ENGLISH SCHOOL CAIRO



LIBRARY REMINDER

Date

Dear Parents,

Please could you help your child to find and return their overdue library books as soon as possible so that other children may benefit from GES Cairo resources and so that your child can continue to borrow books from school.

The title of the missing book(s):

-

If the book has been lost, please send 350LE per book to the **Accounts** with the reply slip so we can replace the lost item/s.

Thank you for your cooperation.

Primary Librarian

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Lost Book



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To: Accounts

Student Name _____ *Class* _____

I enclose _____ LE to pay for lost books

TITLE OF BOOK

Parent's Signature: _____

Date: _____