

**Library Action Plan 2016 – 2017 Reviewed**

**Teacher: Sally Highton**

**Governor: Chris Roberts**

Development target	Action Needed	Monitoring & Team Responsible	Training and Budget	Success Criteria & time scale	Annual Review comments
<p>Library is used regularly both as a lending library and a teaching space</p>	<p>Promote weekly / fortnightly class use as per allocated times, with staff communicating when slots become 'spare'. Children <u>expected</u> to take out books every 'lending library' visit: Yrs R-1 = 1 book; Yrs 2-6 = 1-2 books.</p> <p>Staff note on planning when library space used (lending library / for reading / as teaching space).</p>	<p>SH</p>	<p>See library bid: Jnr Librarian annual cost &amp; cons.</p>	<p>Junior Librarian system shows books loaned / returned by class groups fortnightly / monthly.</p> <p>Planning shows library used for reference, lending and as teaching space. By May 2016</p>	<p>See Library 'Reading Cloud' Inspection Report attached. Summary:</p> <ul style="list-style-type: none"> <li>• 2016-17 loans = 5452 loans (approx. 1650 increase on previous year).</li> <li>• 3181 (58%) Fiction</li> <li>• 22717 (41%) Non-Fiction</li> <li>• Equal number of loans by boys and girls: 50.29% girls / 49.39% boys</li> <li>• 8545 resources logged in catalogue, including new ebooks.</li> </ul> <p>New Reading Cloud online library system purchased summer 2017 – to embed as school and home resource (see 2017-2020 Action Plan).</p> <p>Library Use:</p> <ul style="list-style-type: none"> <li>• All classes allocated timetabled library use for lending and teaching.</li> <li>• Library used as teaching space by KS1 and for small groups with TA Yr 3-4.</li> </ul> <p>Subject Leader monitoring March 2017 included interviews with children. They reported: Yrs 3-6 using library at least fortnightly plus some use at lunchtimes.</p>

					Yrs 3 & 6 go as whole class; Yrs 4&5 go as groups with adult. Children have used peers and adults to guide choices – they enjoy sharing books with peers, reading book reviews, taking recommendations.
Library used with particular focus non-fiction.	Create new Dewey System teaching / reference resources for staff & children (bookmarks & activity sheets). Share resources at staff meeting to support age-appropriate teaching session in each year group.	SH	-	Junior Librarian system shows usage and large % of non-fiction withdrawals. Dewey bookmark and activity sheets used. Monitoring: review resources with staff & chn. By March 2016; 3	Follow up monitoring from staff meeting showed Yrs 4 and 6 had used Dewey bookmarks; Yrs 3 had not (Action: to revisit this with teaching staff).  Dewey activity sheets used by some Year 4 and Year 6.groups. Reading Wall used by KS2 classes to encourage varied reading diet.
Library to be supervised for lunchtime use by children.	Request / approach potential volunteers in school & wider community.  Train volunteers and organise rota system. Ensure DBS checks as appr.	SH	-	Library is open at least twice weekly lunchtimes, with adult supervision & Yr 6 library monitors.  By end Jan 2016	<ul style="list-style-type: none"> <li>Library open lunchtimes weekly 3x week. Rota of library adult volunteers supervise use, with Year 6 librarians supporting younger children's choices / reading.</li> </ul>
Renewal of books – fundraising ideas	Liaise with Leadership team for fundraising ideas, eg: Nearly New book donation for World Book Day (3/3/16) or school fair? School Council fundraising committee to consider options.	SH	-	New books 'purchased' by Easter 2016.	<ul style="list-style-type: none"> <li>Currently approx. 8500 books in catalogue, including over 1000 new ebooks.</li> <li>Nearly new books (mainly KS1 / Lower KS2 fiction) gathered from Xmas &amp; Easter school fairs by agreement with PSA.</li> <li>'Book Swap' children's donations linked to World Book Day – excess to library and class libraries.</li> <li>Large quantity of upper KS2 books (fiction) donated by Guildford High School Yr 7 children.</li> </ul>
Author talking about writing:	Organise visit if author available at appropriate cost.	SH/ FO	-	Visit Spring 16 if available	<ul style="list-style-type: none"> <li>Clare Balding (TV sports presenter and author) visited whole school – talked about writing process, story ideas, signed book copies etc. Great success – enthused all!</li> </ul>
Book review idea	Explore with chn & staff ideas for library book display, eg Raleigh Top 10/20 Books	SH	-	Library display of children's Book reviews	<ul style="list-style-type: none"> <li>Whole school event: Houses produced giant book covers to</li> </ul>

	(Fiction & Non-Fiction?), list of most borrowed library books, chn's own.			July 2016	<p>display in hall; children wrote book reviews to guide other potential readers - displayed in classrooms and library. Library displays on rota basis encourage visitors to try genres /authors.</p> <ul style="list-style-type: none"><li>• New initiative is online Reading Cloud providing access to children to write reviews electronically at home or school. Newly introduced – to be developed further next year.</li></ul>
--	---	--	--	-----------	--