




TOWNSEND
CHURCH OF ENGLAND SCHOOL

Library Policy

Last reviewed	February 2024	Next review	January 2025
Review period	Annually	Reviewed by	LGB
Headteacher Signature: Anthony Flack	<i>Anthony flack</i>	Chair of Governors Signature: Helen Quenet	

At Townsend, our vision 'Achievement For All, Respect For All' is underpinned by the concept of 'Love your neighbour' from the story of the Good Samaritan, Luke 10:25-37. We value everyone, and show love and respect for ourselves and others, setting high standards and supporting each other so that we can all flourish. The concept of 'love your neighbour' is taught in three strands:

1. Love your neighbour – treat others as you would wish to be treated yourself.
2. Love yourself – self-care is important, look after yourself physically, mentally, and spiritually.
3. Love the journey – whether academic or personal, Townsend supports everyone's journeys to enable you to flourish individually and collectively.

This information is aimed at all parents and guardians of pupils at Townsend C of E School to inform of the reasoning behind the development of the school library collection and who is responsible for it.

It outlines the characteristics of the collection, and the objectives it is striving to reach.

1. All pupils and staff have access to all the whole library collection.
2. Townsend Church of England School pupils are the main audience for the library's fiction collection. Their needs are addressed as a priority when selecting new materials for the fiction collection. The selection process for works of fiction relies mainly on the librarian. Much effort is put into selecting items combining good quality of writing with popularity.
3. If pupils make recommendations, these are examined against rigorous criteria. Recommended items are not automatically purchased.
4. The criteria used for deciding on fiction purchases are:
 - Age appropriateness – to suit students' interests from Year 7 to 11. YA books are available to pupils in Y10 and above.
 - Reading levels – to suit students' reading levels regardless of there are - we have readers who are still at early reading stages and ensure that there are materials that are both age and ability appropriate for them.
 - Variety of points of view – to reflect the world's numerous communities and promote open-mindedness.
 - Variety of genres and formats – to develop pupils' literacy skills.
 - Variety of tones – to enhance pupils' ability to empathise with others.

If you are happy for your child in year 9 to read books that are aimed at pupils in year 10 and above (YA books) you can email the school library at the address below stating the child's name and your request and this information will be added to the system.

If any parents or carers would like to object to a particular item of the library collection, they can request a reconsideration form. It will help if you clearly explain the book and the reasons for your objection as well as the action you would like us to take. The librarian will reply to the complaint within 2 weeks term time, explaining the reasons behind the addition of the challenged item to the collection. If the complainant is not satisfied with the reply, they can seek a meeting with the librarian and a member of school management to discuss the issue. The meeting will result in one of the following: the item will be removed from the collection; it will be relegated to the stock only available on-demand; or it will keep its place in the general collection. During the entirety of the procedure the item will be maintained in its place and be available for loan.

If you would like to discuss any of the content of this letter or the library policy with me, please don't hesitate to contact: admin@townsend.herts.sch.uk