



# Robert Clack School of Science

## Information Centre Policy 2015 – 2016

13/10/2015

Ratified on : .....

Signed by : *Ned J. Greach*  
.....  
(Chair of Governors)



## **Robert Clack School of Science Policy**

### **20. Information Centre Policy**

**The Governing Body, Head Teacher and Staff** will ensure that the policy is implemented equally in all cases, without regard to ethnic origin, cultural differences, gender, disability or sexuality issues. They will ensure that pupils are listened to and that their concerns are appropriately addressed.

This policy will be monitored by Sir Paul Grant, Mr. R. Taylor, Mr. S. Richard, Mrs. E. Monk and the Governing Body.

#### **Rationale**

To learn effectively individuals need access to a variety of resources and the skills appropriate to their success use. The provision an Information Centre with in the school is essential for developing these abilities and understandings. Book resources, visual and audio materials as well as artefacts provide a basis for a variety of education experiences necessary to aid independent learning.

Resources within the Information Centre should be efficiently organised to enable their effective and regular use and should include materials for those pupils with Special Educational Needs.

#### **Purpose**

- i. Allow maximum access to the available resources
- ii. Enable both pupils and staff to access and use the resources available in the Information Centre
- iii. Encourage the active use of all available resources

#### **Guidelines**

- i. Resources will at least include books, IT, videos/DVDs, audio resource, educational charts and posters
- ii. Resources will be selected to promote equal opportunities
- iii. Resources will be purchased after full consultation with departments to support all areas of the curriculum. Resources appropriate to the recreational and social needs of the pupils will be available
- iv. The Information Centre will actively promote the resources and services available for use
- v. There should be a level of resources appropriate to the number of pupils on roll (ultimately to meet minimum recommended requirements)

- vi. There will be a policy for the withdrawal of obsolete and damaged stock and appropriate replacements provided
- vii. Pupils will be encourage to become member of the Information Centre, which will entitle them to borrow resources for use at home, in line with the Information Centre lending policy
- viii. Materials appropriate for staff development will be housed and managed by the Information Centre
- ix. Use of the Information Centre and its resources, by staff and pupils will be monitored
- x. Resources will be organised using standard systems found in public libraries
- xi. Study skills necessary to access these materials should be taught as part of the curriculum. Year 7 pupils will participate in an appropriate induction programmed on entry to the school
- xii. The Information Centre should be of an appropriate size and design to facilitate a variety of uses
- xiii. The Information Centre will be open for the maximum number of hours per day