

Compass Learning Centre

Library Policy 2026-27

Statutory Policy: NO	Governor Action: NO			
Governors' Committee Responsible:	Teaching & Learning Committee			
Link Governor:	Chair of Committee			
Link SLT:	Deputy Head			
Person Responsible:	English Lead Teacher			
Date Reviewed:	May 2026			
Next Review Date:	May 2027			
Key Link Policies / Documents: <i>This list is not exhaustive and further policies / documents may also need to be consulted in addition to these dependent on circumstances</i>	Hampshire School Library Service Stock Policy Learning & Teaching Policy Relationships & Behaviour Policy Equal Opportunities Policy Safeguarding Policy			
Policy Suite:				
HR	Curriculum	Student Behaviour & Welfare	Finance	Premises & Health & Safety
	✓			

Inspire, Transform, Excel and Succeed

Signed: *Alison Glazier*

Headteacher

Date: 21/05/26

Signed: *June Ellis*

Link Governor

Date: 25/06/26

Equality Impact Assessment – initial screening record

What area of work is being considered?	Library Policy																																						
Upon whom will this impact?	Students																																						
How would the work impact upon groups, are they included and considered?																																							
<table border="1"> <thead> <tr> <th>The Equality Strands</th> <th>Negative Impact</th> <th>Positive Impact</th> <th>No impact</th> </tr> </thead> <tbody> <tr> <td>Minority ethnic groups</td> <td></td> <td>√</td> <td></td> </tr> <tr> <td>Gender</td> <td></td> <td>√</td> <td></td> </tr> <tr> <td>Disability</td> <td></td> <td>√</td> <td></td> </tr> <tr> <td>Religion, Faith or Belief</td> <td></td> <td>√</td> <td></td> </tr> <tr> <td>Sexual Orientation</td> <td></td> <td>√</td> <td></td> </tr> <tr> <td>Transgender</td> <td></td> <td>√</td> <td></td> </tr> <tr> <td>Age</td> <td></td> <td>√</td> <td></td> </tr> <tr> <td>Rurality</td> <td></td> <td>√</td> <td></td> </tr> </tbody> </table>	The Equality Strands	Negative Impact	Positive Impact	No impact	Minority ethnic groups		√		Gender		√		Disability		√		Religion, Faith or Belief		√		Sexual Orientation		√		Transgender		√		Age		√		Rurality		√				
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Does the initial screening highlight potential issues that may be illegal? No																																							
Further comments:-																																							
Do you consider that a full Equality Impact Assessment is required? No																																							
Initial screening carried out by																																							
Signed: Mark Fisher		Dated: 21.05.26																																					
Comment by Headteacher:																																							
Signed: Alison Glazier		Dated: 21.05.26																																					

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1. Purpose

The library is a central resource which supports the whole school curriculum and ethos, where a spirit of enquiry is encouraged to engender lifelong interests and passions.

Whilst libraries and learning resource centres are not statutory in schools, they are considered an essential service providing support to teaching and learning throughout the school. Compass Learning Centre is committed to providing a library which is a vibrant, dynamic, relevant whole school resource, comprising a fully stocked library. Compass Learning Centre library provides a wide selection of books.

This policy is intended to:

- provide an overview of the essential role the library plays within Compass Learning Centre,
- outline procedures and guidance to enable the smooth running of the library, now and into the future.

2. Aim

The library aims to support reading, teaching and learning across the whole school. It provides a welcoming, vibrant and engaging environment, promoting a love of reading and curiosity for knowledge; contributing to the cultural, mental and physical development of students, whilst always keeping the ethos of the school in mind.

In line with these aims the library will:

- Develop, maintain and provide access to a collection of resources that is appropriate to the needs of students and staff.
- Support the curriculum taught in school, and reflect the academic ability of all the students.
- Stock resources which reflect extracurricular activities at the school and the leisure pursuits of students
- Ensure students and staff can effectively access resources.

3. Provision

Students and staff are able to use the facilities throughout the school day, and are encouraged to do so during their free time at break-times, lunchtimes and after school. The designated class times are timetabled through tutor time.

Resources:

The library gives staff and students access to a wide variety of resources:

- Fiction and Non-Fiction books, Graphic Novels and Dyslexia friendly texts that are all age appropriate in line with Hampshire School Library Services policy.
- Online resources including the Sora app that promotes the use of e-books, newspapers, magazines and selected teaching resources.

All resources are selected to reflect Compass Learning Centre's Equal Opportunity Policy and to meet the range of literacy levels and curriculum needs of the individuals.

4. Library Expectations

Library expectations are high, as in the rest of the school, with some additional guidelines which staff and students need to be aware of:

- The library stock and facilities are accessible to all and age appropriate to the individual.
- Noise levels should be kept to an acceptable level.
- The library should be kept tidy.

Having these additional guidelines helps the library run smoothly, making it a welcoming and inclusive space for everyone.

5. Safeguarding

The library has age-appropriate fiction sections.

- SLS-only marked books are appropriate for all students (Primary upwards)
- T marked books are appropriate for Year 7 and above
- T+ marked books are appropriate for Year 9 and above, however they should be read with caution as they may highlight an array of topics

Primary carers can give signed permission for students in Years 7 and 8 to read T+ books that may highlight an array of topics. During library inductions this system is discussed with students, and they are reminded of the regulations throughout their time at school. Staff monitor students' book choices and redirect them to more appropriate texts when required.

Materials which contain challenging content will not be excluded, and the stock may include resources which are outside of the reader's current life experience. Any resources that may be considered contentious will be discussed amongst staff and SLT before being available to students.

6. Resource Management

Resource management is essential to the smooth running of the library, which aims to support the personal, social, educational and leisure interests of all students across all ages and abilities.

As part of this, the library expects to replace over 20% of the library stock annually to ensure that resources are relevant, up to date and in good condition.

General Resource Selection guidelines:

- Maintain a balance between information resources and reading for pleasure.
- Stock will be purchased, or borrowed from Hampshire School Library Services, to ensure that items are available to support individual study, the curriculum, and to promote reading for pleasure.
- When purchasing books, they should represent value for money.
- Donations are accepted on the understanding that only books in good condition, are relevant and / or will enhance the existing stock can be added to the catalogue.
- Stock will be relevant to current curriculum needs, and will reflect changes to the curriculum and provide support through a variety of media for those less able to engage with the texts.
- Information material and/or non-fiction texts will be current, accessible and provide an alternative to the internet.
- Stock is acquired with the aim of engaging and giving interest to students.
- Students are given the opportunity to request books.
- Large Print formats, and other alternative requirements can be requested.
- Resources should reflect the culture nationally, locally and students' lived experiences.
- Bias with regard to an individual's gender, race, religion and personal identity should be avoided.

Fiction Resource selection will be guided by:

- Good characterisation, plot and storyline to provide enrichment via language and quality of content.
- Shortlisted books from nationally and locally recognised Book Awards (Carnegie, Red House, Hampshire Book Award).
- Student and staff recommendations.
- Hampshire School Library Service suggestions via in-person Teach Meets, training webinars and seminars, book lists.
- Series continuation in order to maintain reader interest and enjoyment.

Non-Fiction Resource Selection will be guided by:

- Consultation with Subject Leaders.
- Department for Education publications regarding changing curriculum requirements.
- Leisure interests and needs of the students.
- Suggestions from the Hampshire School Library Service.

Stock Withdrawal:

- Any large stock withdrawal, or edit will be undertaken with approval from the Headteacher.
- Fiction resources will be regularly reviewed to ensure good condition and relevance, and should be visually attractive and appealing to students.
- Information materials will be weeded annually to ensure relevance and suitability. It is anticipated that all resources will be less than 10 years old, however with certain subjects this guideline has to be flexible.
- Resources will be visually attractive to ensure that they are a viable alternative to electronic based media.
- Advice, support and assistance will be sought from the Hampshire School Library Service with regard to an individual's gender, race, religion and personal identity should be avoided.

Borrowing, renewing and billing for non-returned items:

- All students can borrow a maximum of 1 reading book at a time. This limit can be exceeded at the discretion of a member of staff.

7. Reader Development & Enjoyment

The English lead will promote a whole-school reading culture, hopefully leading to a love of reading for pleasure among students.

The library will promote books, reading and enjoyment of literature to all students by:

- Supporting the English department with reading lessons for Years 7 to 11.
- Working closely with staff to promote independent learning and information literacy skills.
- Ensuring the library catalogue is up-to-date, relevant and engaging for our students.
- Promoting and supporting national and local school literacy events eg. World Book Day.
- Using digital platforms to promote the library, reading and literacy. e.g. book reviews and recommendations, word of the week, displays and activities.

The school will endeavour to regularly search for participatory schemes for Compass Learning Centre to take part in, including competitions and events related to the promotion of reading and information literacy.

8. Library Budget

The library budget is agreed annually and should cover the following:

- Hampshire School Library Service subscription.
- Purchasing books, magazines etc
- Subscriptions for digital library information.
- Sundries - including stationary, reprographics and prizes.
- Funding to develop and improve the library.

9. Monitoring & Evaluation

The use of the Library will be evaluated in several ways:

- Ongoing Development Plan
- The English lead has regular meetings with the Line Manager to monitor and evaluate the development of the library.
- The English lead works with the Hampshire School Library Service to evaluate effectiveness of provision.