



Library Policy

Version	Date	Name	Summary of Changes
I	26.2.2026	M.S. Bedford	
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This is a copy controlled document. If you are unsure of it being the most current version, please refer to the office. If you need any changes to be made please speak to the office or the Policy Manager.

Aldenham Education Group Vision

Aldenham Education Group is a disruptive, owner-operated education organisation committed to redefining excellence in international schooling. Rooted in the 425-year legacy of Aldenham School in the UK, we blend tradition with innovation to create non-franchise schools that are built on substance, not scale.

Our ethos is driven by the Japanese philosophy of *Kaizen* – a relentless pursuit of continuous improvement. We champion a culture of meritocracy, where talent is recognised, effort is rewarded, and every member of our school communities is empowered to grow and thrive.

We believe in delivering high-quality academics alongside a rich co-curricular programme, strong pastoral care, and a deep commitment to wellbeing. Our schools provide a rounded education where every child is known, valued, and nurtured — developing character, confidence, and the skills to succeed in life.

Aldenham Prep Riyadh Mission

At Aldenham Prep School, we provide a happy, nurturing, and warm environment where quality learning takes place, and the needs of each individual child are fulfilled.

Aldenham Prep Riyadh Aims

Our Key Aims

- ✓ *To encourage a love of learning in order to aspire to academic excellence and a broad education for all pupils*
- ✓ *To foster good relationships and partnership between staff, pupils, parents and the wider community*
- ✓ *To ensure that each individual pupil is nurtured, and encouraged to make the most of their own special talents*
- ✓ *To emphasise the importance of the social, moral and spiritual dimensions of community life in a modern society*
- ✓ *To provide a well-planned, well-organised environment giving children rich and stimulating experiences*

Aldenham Prep Riyadh Library Policy

1. Purpose

The purpose of this policy is to outline the role, management and operation of the library at Aldenham Prep School Riyadh (APSR).

The library is a central learning resource that supports:

- Curriculum delivery across all subjects
- Reading for pleasure and academic development
- Independent learning and research
- Information literacy and digital research skills

The library contributes significantly to the development of pupils as **confident, informed and reflective learners**.

2. Scope

This policy applies to:

- All pupils
- Teaching and support staff
- The Librarian
- Parents and carers
- Visitors using the library space

The policy covers:

- Library access and supervision
- Borrowing and lending procedures
- Behaviour expectations
- Resource management
- Collection development
- Digital and online resources
- Care and protection of materials

3. Vision and Ethos

The APSR Library reflects the school's core values of:

Respect, Determination and Aspiration

The library:

- Promotes **Respect** through responsible use of shared resources and a culture of scholarship.
- Encourages **Determination** through sustained reading, curiosity and research.
- Cultivates **Aspiration** by exposing pupils to ambitious literature, global perspectives and academic texts.

The library supports the **English National Curriculum, IPC, IMYC and Cambridge pathways**, strengthening:

- Reading fluency
- Comprehension
- Vocabulary development
- Critical thinking
- Research skills
- Examination readiness

Reading for pleasure is recognised as a **key driver of academic success and personal growth**.

The library is an **inclusive environment** where diversity of ideas, cultures and perspectives is valued.

4. Role of the Library in Teaching and Learning

The library functions as a whole-school learning hub and supports:

Curriculum Support

Providing resources aligned with subject areas and curriculum topics.

Reading Development

Promoting a strong reading culture through:

- class reading programmes
- reading challenges
- book displays
- author studies
- recommended reading lists

Research and Study Skills

Supporting pupils in developing:

- research techniques
- information literacy
- referencing and citation
- evaluating sources
- avoiding plagiarism

Independent Learning

Providing a calm environment for study, research and reflection.

5. Leadership and Governance

The library operates within the **English Department**.

Headmaster

Provides strategic oversight and ensures the library supports whole-school academic priorities.

Head of English

Responsible for:

- Line management of the Librarian
- Strategic oversight of library provision
- Monitoring reading culture across the school
- Curriculum alignment of resources
- Collection development oversight

Librarian

Responsible for:

- Day-to-day management of the library
- Managing borrowing systems and records
- Organising the library collection
- Supporting pupils in selecting appropriate books
- Promoting reading initiatives
- Maintaining the library environment

6. Access and Supervision

During Lesson Time

- Pupils must be accompanied by a member of staff.
- The supervising teacher retains responsibility for behaviour and movement.
- Classes must follow the library booking schedule.

Silent reading or research is the expected activity.

Break and Lunchtime

The library:

- Is closed at break time
- Opens at lunchtime for reading and borrowing

The space is supervised by the **Librarian**.

Library prefects may assist with routines under supervision.

7. Behaviour Expectations

The library is a **scholarly learning environment**.

Pupils are expected to:

- Enter quietly
- Walk at all times
- Speak in low voices
- Handle books with care
- Respect others who are reading or studying

Staff should:

- Set expectations before entering
- Supervise pupils appropriately
- Ensure the space is left tidy

Food and drink are **not permitted** in the library.

Repeated misuse of the library may result in **temporary suspension of access**.

8. Borrowing and Lending

Library Books

- One book may be borrowed at a time
- Loan period: **1 week**
- One renewal permitted if the book is not reserved

Additional borrowing may be approved by the Librarian.

Class Readers

Loan periods are determined by the class teacher.

Home Reading Books

Issued through class teachers.

Books must be returned before a new book is issued.

9. Care of Resources

The library collection represents a significant academic investment.

Pupils must:

- Handle books carefully
- Use bookmarks
- Keep books in safe places
- Return books on time

Damage includes:

- Writing in books
- Torn pages
- Water damage
- Broken spines

10. Lost and Damaged Books

Late Returns

Reminder issued after **7 days**.

Repeated late returns may lead to temporary suspension of borrowing.

Lost Books

Replacement cost: **100 SAR**

Borrowing privileges remain suspended until:

- The book is returned, or
- The replacement fee is paid.

Minor Damage

The Librarian will assess the damage and determine whether repair or replacement is required.

11. Collection Development

The library collection is curated to ensure that it is:

- Age appropriate
- Academically relevant
- Culturally appropriate within the **Saudi context**
- Representative of diverse voices and perspectives

Selection criteria include:

- Educational value
- Curriculum relevance
- Accuracy and reliability
- Accessibility and readability
- Student interest and engagement

Resources are regularly reviewed to ensure the collection remains current and relevant.

12. Digital and Online Library Resources

The library may provide access to digital resources including:

- Online catalogues
- E-books
- Research databases
- Curriculum support materials

Where appropriate, library resources may also be promoted through:

- the school website
- school digital platforms
- reading campaigns

All digital resources must comply with the school's **ICT and safeguarding policies**.

13. Safeguarding and Wellbeing

The library provides a safe and calm environment for pupils.

Students may occasionally be directed to the library for quiet reflection or pastoral support when appropriate.

However:

- The library must **not be used as a sanction space**
- Pupils removed from lessons for behaviour should not be sent to the library.

Safeguarding concerns must be reported to the **Designated Safeguarding Lead (DSL)** in line with school procedures.

I4. Roles and Responsibilities

Headmaster

Strategic oversight of library provision.

Head of English

Oversees the development of the library and ensures curriculum alignment.

Librarian

Manages day-to-day library operations and borrowing systems.

Teachers and Teaching Assistants

- Supervise pupils
- Reinforce behaviour expectations
- Encourage reading

Parents

- Encourage reading at home
- Support timely return of books
- Cover replacement costs where required

Pupils

- Respect the library environment
- Care for borrowed materials
- Engage positively with reading and research.

15. Monitoring and Evaluation

The effectiveness of the library is monitored through:

- Borrowing statistics
- Reading engagement data
- Pupil voice
- Staff feedback
- Stock condition and relevance

The Librarian will provide **annual reports on library usage and development**.

16. Policy Review

This policy will be reviewed **annually by the Senior Leadership Team** to ensure it continues to support the educational needs of the school.