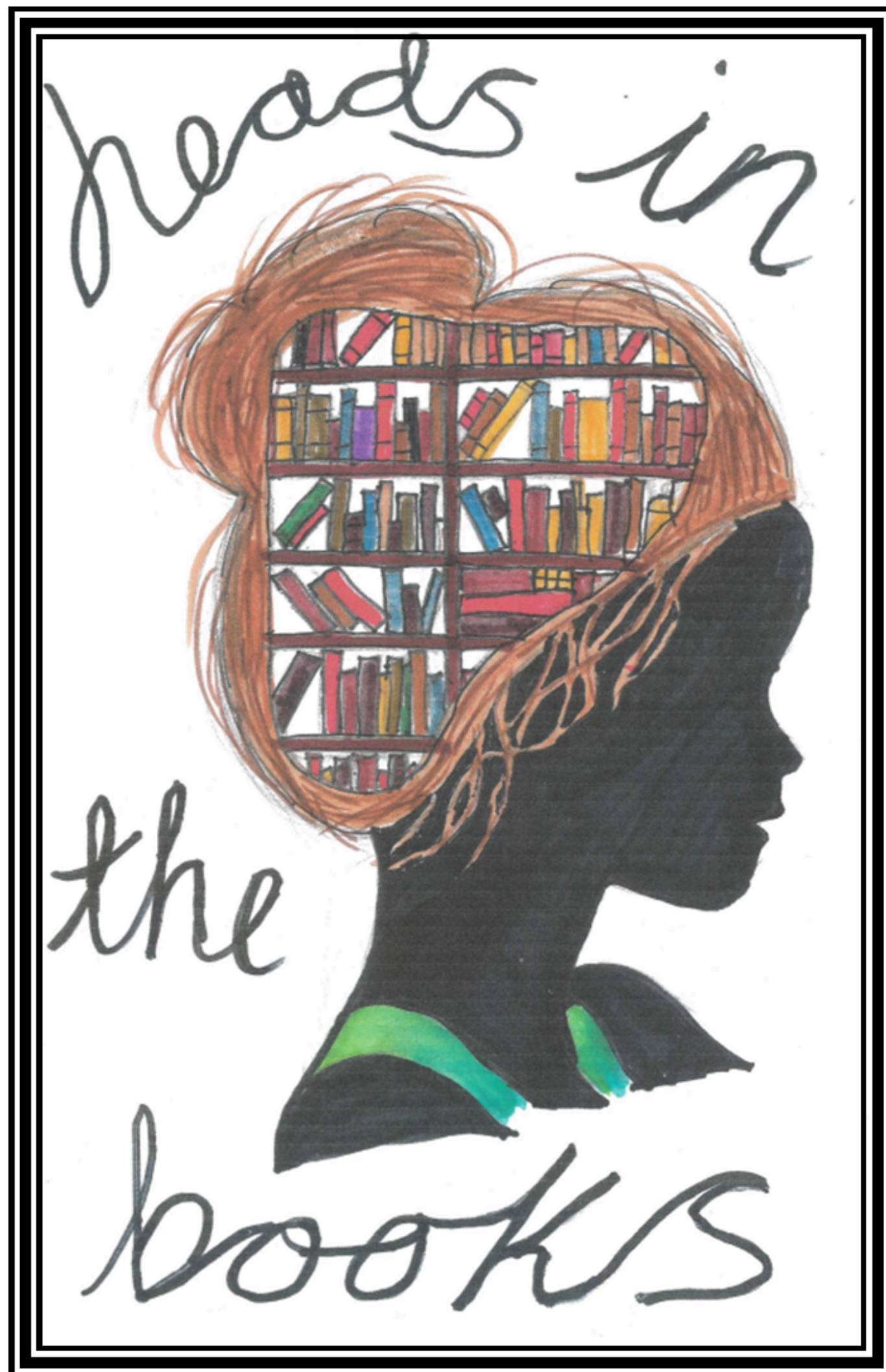




CARDINAL NEWMAN
CATHOLIC SCHOOL



YEAR 7
LIBRARY USER GUIDE
2025-2026

WELCOME

Welcome Year 7 to your school Library which we hope you will use during your school journey at CNCS. You will be able to access the Library before school, during break and lunchtimes and also after school. You can browse for and borrow books, do your homework/schoolwork during these times as well as being able to use the computers and printer/photocopier.

LIBRARY OPENING TIMES

| | |
|-----------|-------------|
| Monday | 08.00-16.00 |
| Tuesday | 08.00-16.00 |
| Wednesday | 08.00-16.00 |
| Thursday | 08.00-16.00 |
| Friday | 08.00-15.10 |



LIBRARY STAFF

Mrs McLachlan
Library Manager

Miss Acton
Library Assistant

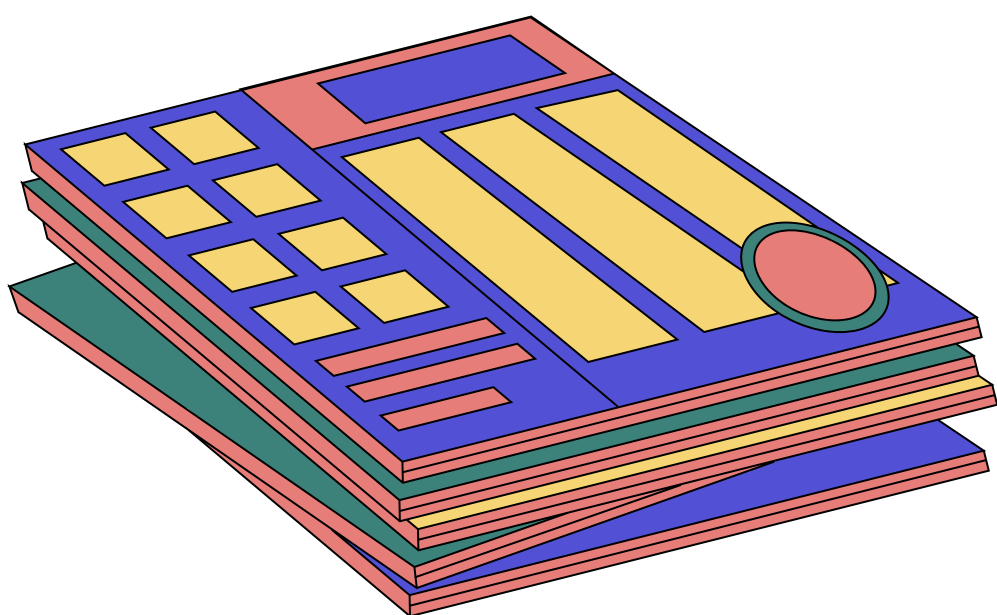
LIBRARY RESOURCES

The Library provides a large range of books and resources for students to use and borrow. These include the following:

- Comics
- Fiction
- Non-fiction
- Graphic Novels
- Manga
- Poetry
- Plays
- Magazines
- Newspapers
- GCSE Revision Guides



- A 'Level Revision Guides
- University Prospectuses
- Apprenticeship and University Guides
- Mental Health & Wellbeing
- Diversity Titles
- Foreign language titles in French, Polish, Spanish, Romanian and Tamil
- Dyslexia Friendly



LIBRARY MAP



BORROWING/RETURNING BOOKS

From your first day at CNCS you are able to use the Library and borrow books. Bring your chosen book to the counter and either Mrs McLachlan or one of the Student Librarians will ask you for your first and last name. You can borrow **1 book** for **2 weeks** at a time.

Please return your book on time as there may be other students waiting to borrow it. When you return your library book, please bring it to the counter where Mrs McLachlan or a Student Librarian will return it back onto the system.

If you do not return it on time then a reminder will be sent out to you through your school email account and then by letter.

LOST/DAMAGED BOOKS

If you lose or damage a library book, please come and see Mrs McLachlan straight away.

If the book is damaged and cannot be repaired, then there may be a charge to replace it.

If you cannot find the book, there may be a charge to replace it.

Payment for damaged or lost books can be made through school.

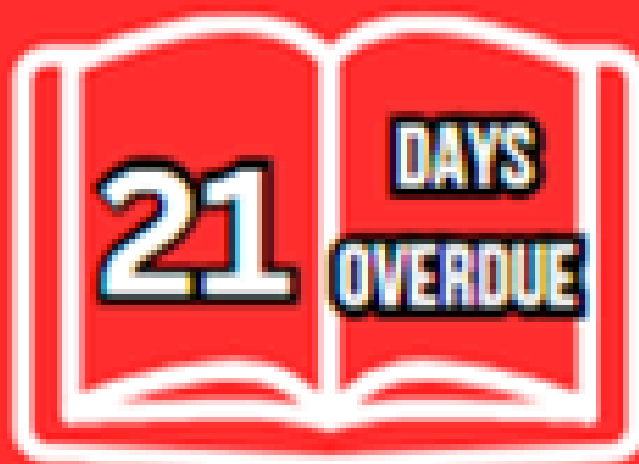
OVERDUE BOOK PROCESS



1ST REMINDER



2ND REMINDER
BEHAVIOUR POINT ISSUED



TUTOR
REMINDER



TEXT HOME



1ST LETTER
HOME



2ND LETTER
HOME



REPLACE BOOK

LIBRARY FACILITIES

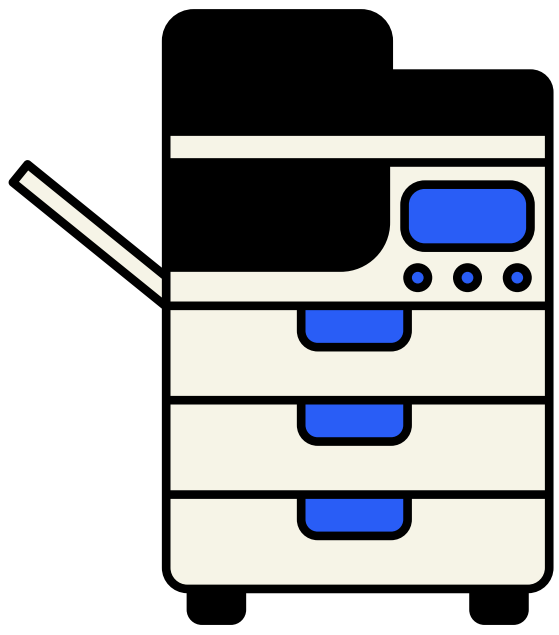
As well as 1000s of books to browse from, there are also other facilities that the library offers, such as:

COMPUTERS



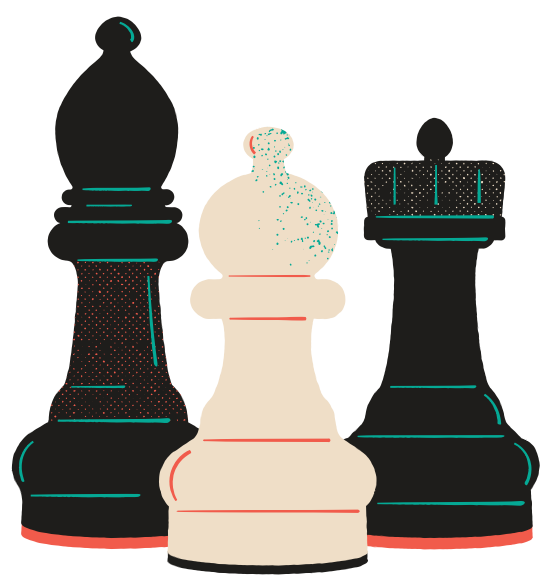
These are to be used for homework or schoolwork only. Please note there is a strict NO GAMES policy.

PHOTOCOPIER/PRINTER



There is a large photocopier in the library where you can copy or print off any homework/schoolwork you may have. Please ask Mrs McLachlan if you require help using it.

GAMES



The Library provides games such as Chess, Draughts, Uno, Snakes & Ladders, Playing Cards and Dobble. There is a signing in and out system so please ask at the counter for them.

COLOURING/PUZZLE TEMPLATES



Colouring templates, felt tip pens, and colouring pencils are available so please ask at the counter for them.

ONLINE LIBRARY CATALOGUE

Using the Reading Cloud online library catalogue computer system, you can search the library catalogue at school or from home. Go to the following link, search for Cardinal Newman Catholic School and enter your school login details.

www.app.readingcloud.net

DESIGNATED TABLES

There are large designated tables for quiet reading, revision or if you wish to play any library games during social times.

SORA READING APP

Our online reading app can be accessed through your school Microsoft login, which includes many fiction and non-fiction book titles.

www.soraapp.com

DEWEY DECIMAL CLASSIFICATION

All of the fiction books in the CNCS collection are organised in alphabetical order using the author's surname.

Our non-fiction books are organised using the Dewey Decimal Classification system. Please look out for the guides around the library to help you find what you are looking for.

Mrs McLachlan and the Student Librarians are on hand to help you use the system.

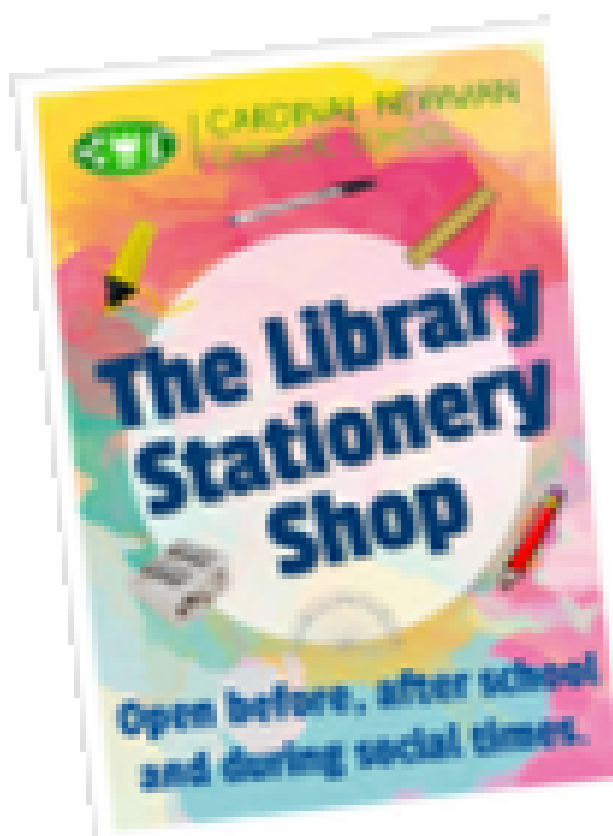


STUDENT LIBRARIAN PROGRAMME

The Library runs a Student Librarian programme where students are invited to apply to volunteer in the library during some of their social times (usually break and lunchtimes). Students are asked to fill out an application form and participate in a small informal interview. The successful applicants are then given training on a variety of library tasks and the facilities it provides. Students get a great deal out of helping in the library – it raises self-esteem, provides a sense of responsibility, increases confidence, communication, problem solving, peer interaction, collaboration as well as improving key skills such as speaking and listening. Students are also welcome to apply to support their Duke of Edinburgh programme.

STATIONERY SHOP

The Library Stationery Shop is open before school, break and lunchtime. It sells resources at affordable prices. Please visit the reception desk for any purchases from the following list:



- Black pen – 20p
- Pencil – 20p
- Sharpener – 10p
- Eraser 5p
- Ruler – 60p
- Highlighter – 50p
- Protractor – 60p
- Student Planner – TBC

LIBRARY COMPETITIONS

Throughout the year the library hosts competitions which you are able to participate in such as:

STAR READER



Each half term a student from each year group will be nominated by staff to win the 'Star Reader' award. The student who has shown the most growth and perseverance with their reading will win a prize and their name will be displayed in the library!

TRIVIA OF THE WEEK



Each week a new riddle or trivia question goes up outside the Library Office door and the first five correct answers with a book loan receive a sweet treat.

BOOK RAFFLE



Every book loan receives a raffle ticket which goes into the Book Raffle Tub and a winning ticket is drawn out each half term. The more you read the greater the chance of winning!

LIBRARY NEWSLETTER

Every half term the library issues a newsletter to students containing information and latest news from the library department. Students are kept up-to-date with new book titles, library facilities, competition winners, events, book reviews and much more.

The newsletter is compiled by library staff and many contributions also come from the students, Student Librarians and staff.

CNCS Library Newsletter
Summer Term 3.2 - 2024 / Issue 6

So far this term the library has been hosting lots of revision study periods for Year 11s and Year 13s. With the exams over, for Year 7 and 8 were able to restart so the annual 'Book Cover' for Year 7s and a new competition for Year 8s could be launched. It was fantastic to see all the amazing creations and a winner from Year 8 was chosen - well done!

The Great Book Giveaway!

Last half term the library hosted 'The Great Book Giveaway' at break and lunchtime. Students were invited to pop in during their social time to browse the books on display and take one or two home to read and keep. It was a beautiful and sunny day yet many students chose to come into the library to see the selection of books. It was wonderful to see so many students from all year groups, including Post-16 students, browsing through all the different titles. We are pleased to see that nearly all the books have gone home to be loved again. Special thanks to those individuals who donated books to the event and a huge 'thank you' to the student librarians who helped set up the event. Amazing!

CONGRATULATIONS COMPETITION

★ **STAR**
Well done and goes to our Star half term - Ollie (Y8), Peacema (Y10) and Arek! Students have extraordinary and committed and committed. We are incredibly proud of you!

LIBRARY STAFF: Mrs McLachlan / Miss Acton

CNCS Library Newsletter
Autumn Term - 2024-2025 / Double Issue 1 & 2

Welcome back to the new academic year and a big warm welcome to our new Year 7 students! It has been a very busy first term in the library - new student librarian recruits, Year 7 and Year 12 Lib inductions, Harry Potter Day, a visit from Poet with Punch Christmas in the Library and more. Enjoy the Library's news and don't forget to pop in and see!

Welcome to CNCS' new Student Librarians

The library is pleased to welcome the new Student Librarians for this academic year. There was an amazing response library received so many applications that it made the process extremely difficult. We are happy to announce Carmelita, Dian, Megan, Freddie, Cody, Precious Chidinma, Arjun, Emmanuella, Morireoluwa and Sienna. They have been successful and have joined the library family. We encourage them to volunteer some of their social time and be supported by our Senior Student Librarians, Krzysztof, Ketan and Courtney. They will be supported by our new Head Student Librarian, Lucie. Congratulations everyone and welcome to the library team!

Harry Potter Day - 17th October 2024

Harry Potter Day was celebrated in the Library on Thursday. To mark the occasion the Library was decorated with Harry Potter themed items including a sofa, character posters, spiders sitting on their webs, candles, broomsticks, and much more. Students were invited to take part in some Harry Potter activities such as Harry Potter games, puzzles, word searches, code breakers and competitions 'Where's Hedwig in the Library?' and a Harry Potter quiz. In addition, there were prizes for the competition winners and slug sweet and chocolate eggs to enjoy! It was an amazing day, enjoyed by student groups and staff!

CNCS Library Newsletter
Spring Term - 2024-2025 / Issue 3

Welcome to the first issue of the Spring Term Library Newsletter. It has been yet another busy half term in the library - new books on display, a visit from the poet Emilie Lauren Jones, competitions, Year 7 and 8 library inductions, Year 7 and 8 library lessons and more. We hope you enjoy scrolling through and reading about what has been going on in the library!

EMILIE LAUREN JONES

Wednesday 22nd January saw Emilie Lauren Jones, a regular visitor to CNCS, join Year 8 for the entire day. The day started with an assembly for Year 8s where Emilie talked to students about how she first discovered her love of poetry and what drove her to become a poet and where her inspiration comes from to create her poetry. The assembly was opened up to the students for questions and there were some very interesting and mature questions from the students with amazing answers from Emilie. The day continued in the library where some students in Year 8 had the opportunity of taking part in Emilie's poetry workshops which centred around the theme of RESPECT. Students were asked to think about who or what we respect and why and to create poems around this theme. Students were also encouraged to read their poems aloud to the rest of the group and it was a pleasure to hear their creations come alive. We are so proud of the amazing work that students produced during these sessions and have included a selection, chosen by Emilie, for you to read - well done Year 8!

A Poetic A-Z to the World of Awesome Animals!

LIBRARY EXPECTATIONS

The Library is the heart of the school and is used continually by students and staff throughout the day. It is important to show consideration to all users so please make yourself familiar with the Library Expectations.



DO'S

DO respect the Library staff and other users.

DO ask the Library staff for help.

DO enter the Library quietly, especially during lesson time.

DO look after any items you borrow and return them on time.

DO put your rubbish in the bins located around the Library.

DO treat the computer equipment with respect.

DO put your chair under the desk when you leave.

DO report any issues with the computer equipment.



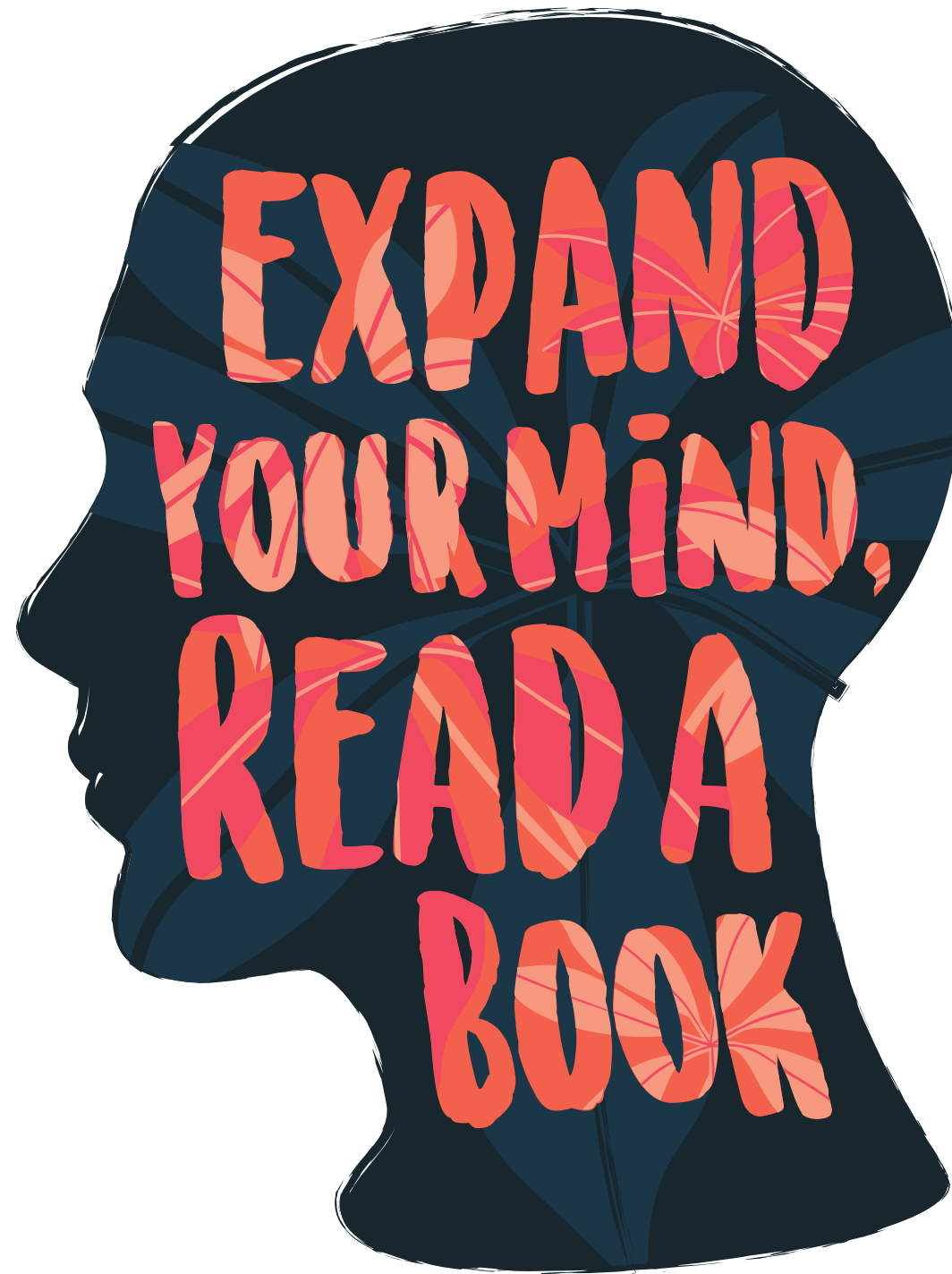
DON'TS

DON'T eat or drink in the Library.

DON'T use phones.

DON'T play games on the computers.

TO PARENTS AND GUARDIANS



To help children reach their potential in their academic journey at CNCS we encourage our students to use the Library regularly. We have 1000s of fiction and non-fiction books to encourage reading for pleasure and help support with academic studies.

As part of your child's daily equipment, a reading book is required and this can be borrowed from the library and changed on a regular basis.

Please help encourage your child to visit the library and borrow books on a regular basis as well as support us in keeping our books safe.

We look forward to helping and supporting your child during their time at Cardinal Newman Catholic School.

***Mrs McLachlan
Library Manager***



Cardinal Newman Catholic School Library

Website: www.cncs.school

Tel: 02476 332382

Email: CN_library@hccmac.co.uk

Reading Cloud: www.app.readingcloud.net

SORA Reading App: www.soraapp.com

Library Manager: Mrs A McLachlan