

THINGS TO KNOW DAY TO DAY:

FS

Teachers are able to book dedicated time slots, once the KS1 timetable has been sorted. Children are brought over by class teachers and their TAs for stories and book choosing.

KS1

Librarians' Role / Frequency – one dedicated library slot per week / storytelling and book choosing time

KS2

Teacher and Librarian Role / Frequency – for Year 3 and Year 4 there is one dedicated 40 minute session per week (we follow a two week rotation – Wk1 is a library teacher led FOCUS lesson and Wk2 is a class teacher led 'BOOK LOOK' session) / Our curriculum teaches library skills and supports class lessons. For Year 5 and Year 6 the children get 1 hour every two weeks, which includes a 40 minute lesson and a 20 minute book look. Class teachers can also book extra 'Book Look' sessions for their classes if they wish.

TEACHER LIBRARIAN BOOKING

To book Mr. M. (stmu@patana.ac.th) Head of Libraries, or Ms. Tracey (trba@patana.ac.th) Cross Campus Teacher Librarian, please use the following link: [Teacher Librarian Booking](#)

LIBRARIAN BOOKING

Librarian ('People') Booking – use our 'People Booking' system on the online system – our librarians can be booked using this link: [Librarian Booking](#)

LET'S MAKE CONNECTIONS

Shared Planning ideas (let's make connections) – let us know what you are doing and we can then make links with what we teach.

LUNCH AND BREAK TIMES

Lunch and Break Times – the children use the library on a rotational basis throughout the week, during breaks and lunch times. 3&5 come together and 4&6 come together. The 'timetable' will be on the glass windows at the front of the Library.

BORROWING BOOKS

Year Group, Class or Department books PLUS personal book borrowing – when borrowing for your class please use your class account. When borrowing for your year group or department, please take the books out on their account. When borrowing for yourself then use your Patana ID card. You have no limit (within reason 😊). The children are allowed to borrow 1 book/item each in Year 1, 2 each in Year 2 and 3 each in KS2. Parents are allowed to borrow 15 books per ID card, apart from over the summer break, when this is increased to 20 books per ID card.

BEFORE AND AFTER SCHOOL USE

Before and after school, KS2 children can use their section of the Primary Library without supervision, KS1 children need an adult with them – the children are encouraged to use their own age-specific library spaces.

EVENTS / AUTHORS

Events / Authors – these are publicised well in advance of them happening. This year we welcome Laura Wall (FS & KS1) and Steve Davies (KS2) in January 2025.

ORDERS

Orders; we'll help you to order new books if needed – we display new arrivals each Monday. You and the children can add your recommendations via the Library Website, or by clicking the following link: [Recommend a Book to Our Library \(office.com\)](http://office.com). The vast majority of the time, these are then bought and added to the Library stock.

IT'S YOUR LIBRARY TOO

It's your Library too -
Books - DVDS - Magazines
- Destiny Tools - JSTOR -
assistance, so please make
use of it. 😊

SUPER SIX

We use the Research
'Super Six' as the basis
for the children thinking
about, and doing,
their research.

IF YOU HAVE ANY QUESTIONS
OR NEED ANY FURTHER
INFORMATION, THEN PLEASE
ASK A MEMBER OF THE
LIBRARY TEAM – WE WILL BE
ONLY TOO HAPPY TO HELP.

THE RESEARCH "SUPER 6"

 1 PLAN	<ul style="list-style-type: none">• Think about what you know and what you want to learn.• Ask questions.• List keywords and search terms.	 2 LOCATE	<ul style="list-style-type: none">• Locate and gather resources.• Use search engines, and catalogues.
 3 JUDGE	<ul style="list-style-type: none">• Select reliable up-to-date resources.• Consider the author, date, and design of texts.	 4 ORGANISE	<ul style="list-style-type: none">• Store new information.• Take notes.• Summarise in your own words.
 5 SHARE	<ul style="list-style-type: none">• Present your learning.• Use your writing, artistic, ICT and/or speaking and listening skills.	 6 EVALUATE	<ul style="list-style-type: none">• Reflect on the task.• What went well and what could be better next time?