

SERVICE LEVEL AGREEMENT: 2020 - 2023 - DRAFT

SCHOOLS LIBRARY SERVICE

PRIMARY SCHOOLS, ALL-THROUGH SCHOOLS (PRIMARY AGE PROVISION) SPECIAL SCHOOLS AND LANGUAGE CENTRES

This SLA is applicable to all schools and language centres where there are pupils under the age of 12 , and all pupils attending special schools, where these locations are under the control of Council Gwynedd's Education Department.

We will provide the services below to support children's reading and literacy, and to support teachers in providing up-to-date and suitable resources to deliver the learning curriculum in the classroom.

Mobile Library - We will provide visits from the Mobile Library twice in the educational year, once in Autumn Term, and once between the beginning of the Spring Term and the end of the Summer Term, to give every pupil the opportunity to choose at least one book in Welsh and one book in English each time, to support reading for pleasure.

We will ensure that these resources are circulated regularly and that there is a wide selection of the most up-to-date and popular books available.

Pupils are allowed to take these books home with them. We will not charge schools for books that are not returned to us due to damage or loss. The books are loaned for 6 months or until the next Mobile Library visit.

If the school is located on more than one campus, then the Mobile Library will visit all sites to provide an equal service for all pupils.

A School / Language Centre must give us adequate notice if a visit needs to be cancelled or rescheduled. We do not guarantee another visit to a school if we are informed on the day that the Mobile Library service is not required .

School staff are expected to supervise children while on the Mobile Library vehicle at all times.

Teacher Resources - We will respond to all requests from teachers for teaching materials and resources and any resource pack will be tailored to individual needs. We will prepare and deliver resource packs within the shortest possible time, but delays are inevitable if resources have to be specially ordered to meet the request.

We will inform all teachers of any potential delays.

We will include a comprehensive, relevant and interesting range of varied resources in each pack to reflect the requirements of the theme and age range in question. All packs, where possible and appropriate, will include fiction and non-fiction books in English and Welsh, multiple copies where required, individual titles, Story Sacks, Themed Boxes and Artefact Boxes.

We will deliver and collect the packs to/from the nearby school or library.

We reserve the right to limit resources in times of heavy demand.

These resources are loaned for a term and any pack or item can be renewed for another term.

Resources are expected to be returned to us at the end of term when the Library makes arrangements to collect them, or when the Mobile Library next calls.

Support Activities - We will offer you the opportunity to participate in the following for the duration of the agreement.

- Darllen Dros Gymru: the Welsh Language Books Competition for Primary aged children
- Class visits to libraries where each pupil receives their own library card
- Visits by writers / shows / storytellers - available on an occasional basis over the duration of the agreement.
- Information on books including lists of recommended books to buy and titles suitable for special requirements.

Professional advice - At an additional cost based on cost per hour, a Librarian can provide advice and a service to schools on planning, developing and organizing school libraries, weeding and stock disposal.

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