

Library

Pupils should be encouraged to use the Library but must be required to behave sensibly and not disturb others.

Pupils below the Sixth Form may not use the Library during lesson times for Private Study periods except with specific permission from a Teacher, and the Librarian should be advised upon arrival.

Pupils in sports kit are not admitted.

Pupils must follow instructions for the borrowing of books and under no circumstances may Reference Books, newspapers or magazines be removed from the Library.

Pupils may use the computers in the Library. These machines are primarily for researching information but may be used for word processing and other work purposes if they are available. Pupils are expected to follow the Acceptable Use Policy, which is displayed next to each machine.

The photocopier in the Careers Room is for pupils' use. Pupils must obey the copyright laws, a copy of which is posted near the machine. Pupils must sign for the number of copies they make.

January 2008