



# KINGSDALE 11-19 FOUNDATION SCHOOL

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Headteacher: Mr S. H. Morrison



## Co-educational Academy of Advanced, Artistic and Academic Studies

1<sup>st</sup> February 2021

### Re: Launch of Kingsdale 'Click and Collect & Postal' Library Service

Dear Parent(s), Guardian(s), Carer(s),

In this time of national school lockdown, the English Department and the Kingsdale Libraries are together launching our new 'Click and Collect & Postal' Library Service **from Monday 1<sup>st</sup> February 2021**. This exciting provision will enable all students in Years 7-13 to have the opportunity to reserve their favourite reading book(s) from the school library and then read at their leisure at home. We hope that this facility will provide students with real opportunities to develop their love of reading, while also enabling them to undertake an engaging 'screen-free' activity during this period of online learning.

### How to Reserve a Book Using 'Click and Collect' Service

The school librarian will shortly be sending all students an email with their 'Reader Code' so they can login and use the system. Students will need to access the Library Catalogue here: <http://kfs.cirqahosting.com/HeritageScripts/Hapi.dll/search1>

Then students will need to enter their 'Reader Code' here:

Please log in

Dataset

LIVEDATA

Reader code

Login

After they have logged in, they will be able to search the library and reserve an available book.

### How to Collect the Reserved Book

Once the book has been reserved, it will be ready for collection from the school Reception on the date and time advised by the Librarian via email. We are also able to post the reserved book along with a pre-paid envelope to student's home address, if this is requested. The postal service will be free of cost for all students.

### How to Return the Book to the School library

The book will be issued along with a pre-paid envelope enabling the student to return it back to the library in post by the due return date. Students will be able to reserve another book through this library service, once the first book has been returned back to the library. All books will be quarantined for 72 hours once they have been returned.

### Dedicated Reading Time

Tutor Period for Years 7-13 has been dedicated to this off-screen activity of reading a book for pleasure three times per week, when live tutor session and year group assemblies are not taking place during the lockdown

period. Parents are requested to encourage this routine. Students may read their favourite book from the reading lists, which can be accessed via the Kingsdale Foundation School Literacy Hub section [here](#), and they can use the Click and Collect library service if they would prefer to borrow an available book from the library.

In case you have any further queries, please contact our Librarian (Ms S Sunuwar) and/ or the English department directly on [LibraryClickAndCollect@kingsdale.southwark.sch.uk](mailto:LibraryClickAndCollect@kingsdale.southwark.sch.uk)

Thank you and happy reading!

Kind regards,

Mrs Sarika Chaudhary, Acting Deputy Headteacher