

18/01/2021

Dear Parents of Year 7 and Year 8 pupils,

### **'Lockdown Loans' Library Service**

In response to a significant number of requests from Year 7 and Year 8 pupils, we have decided to offer a 'Lockdown Loans' service to enable boys in these year groups to borrow books from the School Library, thereby encouraging reading for pleasure and helping to maintain good reading habits during lockdown.

If your son wishes to take a book out of the Library, he should email the Librarian, Mrs Jones ([ipj@rgshw.com](mailto:ipj@rgshw.com)), stating which authors and/or titles he is interested in borrowing. If his preferred books are not in stock, the Librarian will suggest alternatives. Once his choices have been agreed, Mrs Jones will email your son and copy you into the email to let you know when the books will be available for collection. Boys may borrow up to four books at a time.

The collection and drop-off point for books will be outside School Reception, where there will be two boxes – one marked "For Collection", the other marked "Returns". Please enter the site in your car via the School House gate on Hamilton Road. Once on site, you or your son should not exit your car except to pick up or drop off books. Unaccompanied boys are not permitted on site.

Please note that all books will be quarantined prior to being prepared for collection. They will be clearly marked with your son's name and form before being placed in the "For Collection" box. There will also be hand sanitiser at the pick-up point to ensure your safety. All books will be due for return at the end of lockdown at the latest, when the boys are back in School. However, if you are picking up more books, please return the previous ones borrowed.

If you have any questions in the meantime, please do not hesitate to email Mrs Jones directly.

Kind regards,

**James Eve**  
**Assistant Headteacher**