

24/09/2026

Dear Parents



**Library Auto Enrolment for Reception Pupils
School Year 2026 / 27**

The Council Library and Archive Service are commencing a project to auto-enroll all Reception pupils into the city library service. This is a great opportunity for the children of our city to be welcomed into the public library service to enjoy all its benefits and get into the habit of browsing, borrowing and taking part in our programme of school holiday activities, including the Summer Reading Challenge.

The project will be rolled out during the autumn term 2026. The objective of the project will be to issue library cards to schools for all children in the city who commence Reception class in September 2026.

Under the General Data Protection Regulations (GDPR) 2018, Article 6, the processing of personal data is permitted where:

'processing is necessary for the performance of a task carried out in the public interest'

The public interest in this instance is to encourage adults and children to make full use of the library service (Public Libraries and Museums Act 1964). By arranging for each child to have a Library Card, this removes a step for parents to take for their children.

We have enclosed details on the next page on how parents can opt their child out of this process, either now, or in the future. If children already have a Library Card, we appreciate that they may wish to opt out.

Yours sincerely

David Percival

Libraries and Archive Services Manager



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Meon Way Federation is a member of The Thinking Schools Academy Trust, whose registered address is Park Crescent, Chatham, Kent, ME4 6NR. A company limited by guarantee registered in England and Wales. Company Number: 7359755

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If you wish your child to **OPT OUT** and **NOT** be issued with a Library Card, please contact the Library Service as follows, **by Friday 23 October**

By post, or	<p>Please detach this slip and return to:</p> <p><i>Central Library, Guildhall Square, Portsmouth PO1 2DX</i></p> <p>I confirm I wish to opt my child / children OUT from the Library Auto Enrolment. I confirm my child / children are currently in Reception class at a Portsmouth Primary school.</p> <p>I am the parent / guardian of:</p> <p>Child / children's full names (print in block capitals)</p> <p>.....</p> <p>.....</p> <p>Parent / Guardian name (print in block capitals)</p> <p>.....</p> <p>.....</p> <p>Primary School attended by my child / children in Year R (print in block capitals)</p> <p>.....</p> <p>.....</p>
By email, or	<p>Please email the above details as set out in the 'By post' instruction to:</p> <p>libraries@portsmouthcc.gov.uk</p>
By telephone	<p>Please confirm the above details as set out in the 'By post' instruction by telephone to our Library staff on: 023 9268 8057</p>