



## How to order a topic box

### Top tips before you start

- Order your topic boxes at the end of term for delivery at the beginning of the next term. You need to order for both halves of the term.
- Use a separate form for each topic you need.
- If you are ordering Class Readers only order titles from the Class Reader lists and use this link. [Class Readers order](#)

### What to do

**Title**

**First name \***

**Surname \***

**Email address \***

**Confirm email address \***

**School \***

[Can't find your school?](#)

**Focus Type**

**Topic \***

**Aspects to be covered**

**Age of Pupils \***

**Reading Age**

**Number of pupils/classes \***

**Term \***

Go to the Devon School Library Service website/Order forms and complete the details.

<https://des-lp-live.edcowebsites.co.uk/topic-boxes/form>

➡ Choose from **Main** (20 books) or **Mini** (10 books)

➡ The title of the topic e.g. Romans in Britain

➡ Brief details of the topic if necessary

➡ How many classes you want the topic for

➡ Choose the correct term

<https://devoneducationservices.co.uk/our-services/teaching-and-learning/school-library-service/schoollibraryservice@devon.gov.uk>

## Helpful hints

- Do **not** put all your topic requests on one form – we won't know that they are separate requests.
- Only order Class Readers from the titles on the Class Reader lists.
- If you are asking for a standard curriculum topic (e.g. Forces) we don't need loads of details – our topic boxes will contain a range of books covering all aspects.
- If your topic is more 'individual' (especially literacy topics) then the more details you can provide the better but please **don't** send long lists of individual titles.
- If you want fiction or picture books in a non-fiction topic put this in 'aspects' and we will try to include them if possible.
- You can order as many or as few topic boxes as you like.
- Please be realistic about what you request: e.g. we can't supply books on the history of a specific village for primary, they just aren't published.
- If you order topics outside of 'topic time' (your holidays) there may be a delay getting them to you - we hire in transport for specific days only.
- If you order for two or more classes the books will probably be packed into more than one box, these will be labelled 1 of 2 boxes etc.
- When you return your topics please don't overfill the boxes. If the topic arrived in 2 boxes please return in 2 boxes.
- Each topic will have a printed list of the books that are included.
- All topics are issued for one term. If you would like to keep a topic for longer you can ask for them to be renewed by following the renewal link on the Order forms page.