

Prospect School

PROSPECT SCHOOL, READING

Date:
Child's Name:
Tutor Group:

Cockney Hill, Tilehurst,
Reading, Berkshire RG30 4EX
Tel: 0118 959 0466
Fax: 0118 950 4172



Website: www.prospect.reading.sch.uk

Dear Parent/Guardian,

Headteacher: Mr Philip Davies

Our records show that the book/s:

Title	Author	Cost	Media
.....		£.....	
.....		£.....	
.....		£.....	

due date:

borrowed by your child have/has not been returned to the Learning Resource Centre
have/has been damaged.

Our prime concern when sending out overdue notices is the hope that parents will encourage their children to do an intensive search at home, so that we do not have to withhold borrowing privileges from the student.

Should the book/s be lost/badly damaged, please be advised that we would like you to contribute the amount of money shown above – **in total £.....**

Your contribution will go towards repairing or replacing item/s in the library stock.

Payment, whether by cash or cheque, needs to be sent in a sealed envelope listing amount, name and tutor group of student. Please make any cheques payable to Prospect School.

Until the matter is resolved your child's rights to borrow items from the library will be withheld.

Regards,

.....
Miss M.Rutkowska
Librarian

ASPIRE - BELIEVE - ACHIEVE