



Spalding High School

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Headmistress Mrs M Anderson B.Ed

Friday 3rd July 2020

Dear Parent/Carer of Year 11 Student

School Book Returns and Book Deposit Refund

Our book returns will be working differently this year to take into consideration current restrictions. Your daughter has recently been sent an individual itemised email detailing their current book loans.

In preparation for the return, we would like you to ensure that all their books are placed in a plastic bag very **clearly labelled** with their name and form. From Monday 6th July through to Tuesday 21st July two blue, labelled, book return wheelie bins will be against the external wall of the school library i.e. just past Reception, near the school front exit gate on Stonegate. The Book Return Wheelie Bins will be in place from 9am to 3pm everyday Monday to Friday. Please place your labelled book bag inside one of the bins within this time frame. This drop off will enable your daughter's books to be returned without the need for you to access the school buildings. All books will be left secure and untouched inside the school Library for 72 hours before being scanned back through the school library system by Mrs Chandler or Mrs Lees.

If your daughter has any books missing or damaged, please replace them with another copy of exactly the same book. A second hand copy in very good condition would be an acceptable replacement. If you have any queries about the books on your daughter or son's book list, please email Mrs Lees, Kirsty.Lees@spaldinghigh.lincs.sch.uk. If your daughter or son has any additional school books not listed or if the barcode is different please return those too, along with any study or revision guides that you would be happy to donate to school for younger students to use.

If you paid a £25 book deposit for your daughter in year 10 and your daughter is returning to 6th form at the High School, then school will automatically carry this forward as your daughter's book deposit for year 12. However, if your daughter is leaving the High School this summer please email Mrs Rebecca Fox, Rebecca.Fox@spaldinghigh.lincs.sch.uk to obtain your book deposit refund. Book deposits will only be released once all your daughter's books have been processed as returned and/or lost books paid for or replaced. Book deposits will be released in September.

Thank you for your assistance
Yours sincerely

Mrs Haunch
Head of Sixth Form

Mrs Lees
Resource Managers

Mrs Chandler
Librarian