

DEREHAM CHURCH INFANT AND NURSERY SCHOOL



St Withburga Lane
Dereham
Norfolk
NR19 1ED

e-mail: office@dereham.norfolk.sch.uk
website: www.dereham.norfolk.sch.uk



Headteacher: Mrs Amy Futers
Chairman of Governors: Mrs P Waller

Tel: 01362 692727
Fax: 01362 691083

Thursday 25th April 2019

Dear parents/carers,

Recently our charging policy has been updated. Due to a number of reading books not being returned to school, a letter will be sent home and a fee will now be asked to contribute towards buying a new book if a book is lost.

“Charges will be made for books that have been lost when taken home e.g. A reading book that has not been returned after two school weeks.”

“A nominal cost of £2 will charged for each book that is not returned to school.”

An example of the letter sent home when a book is lost is on the back of this letter.

The ‘Charging and Refunds policy’ is available to read on the school website, or you can ask at the school office for a paper copy if you’d like to read it.

Thank you for your continued support.

Mrs Starman



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Lost School Book

Dear Parent/Carer,

Unfortunately your child has lost their school reading book called _____.

As you can appreciate, we need to replace the book as soon as possible in order for all children to have full access to all the range of books.

The standard contribution cost is £2.00. Please pay this in cash or cheque made payable to Dereham Church Infant and Nursery School.
This must be with the completed slip below in a clearly marked envelope to your child's class teacher or to the school office.

Yours faithfully,

Mrs Futers

Payment for Lost School Book

I enclose £2.00 to pay for my child's lost book.

Childs name _____ Class _____

Signed _____ (Parent/Carer)



