

Our Ref: 135 16

Date: _____

Dear Parent/Carer

Name: _____ Form: _____

I regret to inform you that your son has defaced/lost/destroyed his copy of the book listed below:-

We provide students with copies of the texts that they are currently studying and, whilst that text is being read, it is the responsibility of the student to ensure that it is kept in good condition. Any student who fails to adhere to this will, unfortunately, be charged with the full cost of the text so that we can replace it.

The cost to replace this text is £_____. Cheques should be made payable to 'St Margaret's CE Academy'. Money should be placed in an envelope, stating your son's name and form.

Thank you for your support in this matter.

Yours sincerely

Mrs Siobhan Bell
Head of English