



Monkhouse Primary School

Pennygate Spalding Lincs PE11 1LG

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6th July 2020

Dear Parents/carers,

As we approach the end of term, we would usually send your child's books home to you. We still want to make the books available as we know parents like to keep them as a permanent reminder of their child's year in school.

In order to do this, we have made special arrangements for collection. If your child is already in school, please send a plastic bag in with them on Monday 13th July. We will then send the books home with your child.

If your child isn't currently at school then we ask you to please collect the books on the day and time specified below. The books will be left in piles on tables outside the main office. We recommend that you bring a strong plastic bag to carry them home in and leave them in a safe isolated place for 72 hours once you get them home, before looking through them.

Please be aware of the one way system we have in operation on site and, once you've collected the books, leave immediately via the exit.

Reception (Mrs Lincoln & Mrs B)	Monday 13 th July	10am – 12pm
Year 1 (Miss Cooke & Mrs Quinton)	Monday 13 th July	12.30pm – 2.30pm
Year 2 (Mrs Wickham & Mrs Wheatley)	Tuesday 14 th July	10am – 12pm
Year 3 (Miss Moscatiello & Miss Tawn)	Tuesday 14 th July	12.30pm – 2.30pm
Year 4 (Mr Myland & Miss Dobbs)	Wednesday 15 th July	10am – 12pm
Year 5 (Mrs Roberts/Mr Slater & Mr Price)	Wednesday 15 th July	12.30pm – 2.30pm
Year 6 (Mr Roberts & Mr McHugh)	Monday 20 th July	10am – 12pm



Unfortunately, due to extremely limited storage, we are unable to store the books until next term. Should you not be able to collect the books at the given time, please make arrangements with the office by Friday 17th July, otherwise we will sadly have to dispose of them.

Yours sincerely

Sue Goodsell

Mrs Sue Goodsell
Headteacher

