Barr Beacon School
www.barrbeaconschool.co.uk

Ref: KH/TM/Overdue Books

Dear Parent/Carer,

Overdue Book

Following a voicemail / telephone conversation with our iCentre Manager regarding an overdue book, we kindly request that you return the book at your earliest convenience.

If you are unable to return the book, please provide a replacement copy of the same book. A second hand book in good condition is also acceptable.

If the book is not returned or no replacement provided within 2 weeks, we will add a £5 fine to your ParentPay account. This is standard practice across Matrix Academy Trust schools.

If you have any queries, please email us: postbox@barrbeaconschool.co.uk

Yours sincerely

Mrs K Hibbs
Headteacher