



Sandringham School

'Everybody can be Somebody'



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Headteacher: Alan Gray, M.Sc., F.R.S.A.

Deputy Headteacher: Caroline Creaby, BA, M.Ed., Ed.D.

Deputy Headteacher: Mark Nicholls, BA (Hons)

Letter No:244/2023

19th July 2023

Dear Families,

Exercise Book Covers

In order to protect your child's exercise books and provide space for storing worksheets, we require **all students** to have plastic book covers with the school emblem embossed on them in both A4 and 9" x 7" sizes. These are available at a cost of 75p and 55p respectively.

We ask that plastic covers are to be used on **all** exercise books in order to keep them looking neat and tidy.

The covers need to be ordered and paid for via ParentPay no later than **Friday 25th August**. We will not be accepting cash or cheques through Student Services and therefore we will only accept orders via ParentPay. Should you require your login details again please email finance@sandringham.herts.sch.uk

Please visit www.parentpay.com and select the number required of each size and make payment accordingly.

The covers will be distributed by during the first two weeks of school.

Yours sincerely,

Stuart Kemp
Assistant Headteacher

