

18th November 2009

Dear Parents

We desperately need some more help in the school library please.

As Mrs Cook, our librarian, only works in the library in the afternoons we have no support for the children in the mornings. This role would involve helping children to scan their books and put books back on the shelves. We would arrange for you to be shown how the computer system works in the library with our current library manager, Mrs Haskins.

A regular commitment of a morning a week would be fantastic, but any support you could offer would be greatly appreciated.

If you would be able to help please complete the reply slip below and send it back to school by Friday, 27th November.

Many thanks for your support.

Yours sincerely

Mrs Powell
English Leader

Swanmore Primary School

HELP IN THE SCHOOL LIBRARY

Child's Name Class

I am able to help in the school library during the morning on

between and

Signed (parent) Date