



HUDSON PARK High School

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Dear Parents

Payment of Fines and Lost Textbooks

Please note the following important points about payment for fines and lost books:

1. If a textbook has been lost, the lost textbook must be paid for at the bursar and the receipt brought to the book room. A replacement textbook will then to be issued to the learner. **A learner may not replace the lost textbook with their own copy which the parent/learner may have purchased.**
2. Once a learner has paid for a lost textbook, there will be no refund if that textbook is found at a later date and returned to the book room as the school will already have arranged for the lost textbook to be replaced.
3. **Matrics are to hand in their textbooks by the last examination they write at the end of the school year.** Their school fees account will be charged for each missing/lost textbook by the end of January. Should the books be returned after this date, there will be **no refund** as these textbooks would have been replaced for the following year's matrics by this stage of the term.
4. All payments for fines, lost books and workbooks **must be paid at the bursar**, who will issue a receipt which is to be shown at the book room before any books can be issued. At the end of the year, when we are issuing textbooks for the following year, learners/parents must go to the bursar first if they are unsure whether there is an outstanding fine. **No cash will be taken at the book room. All monies owing for books must be paid at the bursar and the receipt brought to the book room staff before any books will be issued.**
5. The only cash that will be taken in at the book room is for stationery sales i.e. pens, pencils, erasers, etc.

Your cooperation in this regard will be greatly appreciated.

Yours in education

Mrs. Selkirk (H.O.D. in charge of Learning Materials)