

Nursery & Infant School

Anthonie van Dijkstraat 1
1077 ME Amsterdam
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Junior School

Jan van Eijckstraat 21
1077 LG Amsterdam
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Upper School

Fred. Roeskestraat 94A
1076 ED Amsterdam
Tel.: 020-67 90 183
Fax: 020-47 09 573

Friday 28th September

Dear Parents,

The staff are very happy about the very recent arrival of nearly 20,000 euros worth of new books for our library. It is such a large quantity of books that it will take us an awfully long time to process them and get them on the library shelves if we follow our normal procedure for cataloguing them. I should like to ask if there are any parents who would be prepared to come into school to help with the bar-coding, attaching the Dewey System label and entering the books into the library database. If you are able to give some time, please complete the slip below and return it to me via the reception office at the Upper School.

Yours sincerely,



Robert Laytham
Head of Upper School

Parent's Name: _____

Child's Name: _____

Class: _____

I would be able to help with the library on the following day(s):

Monday moning/afternoon

Tuesday morning/afternoon

Wednesday morning/afternoon

Thursday morning/afternoon

Friday morning/afternoon

(Please indicate days and morning or afternoon)

If there are specific DATES you can help, please write these next to the days you have indicated.