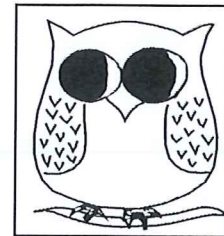


Worcestershire County Council  
Upton Snodsbury C of E First School  
School Lane  
Upton Snodsbury  
Worcestershire WR7 4NH  
Telephone: 01905 381288  
office@upsnodsfirst.worcs.sch.uk  
[www.uptonsnodsburyfirstschool.org.uk](http://www.uptonsnodsburyfirstschool.org.uk)  
Headteacher: Mrs Lorraine Barber



*"Where A Love of Learning Grows"*

9th February

Dear Parents

To encourage a lifelong love of reading at home and school, we will be running a school sponsored read between Monday 12th February until Friday 2nd March.

Please help us to enhance our reading resources for pupils by encouraging your child to spend a small amount of time each day either reading to themselves, to others, or being read to. They can read anything with words (for example comics, recipes, magazines) for as long or as little as they like.

Should you wish to support our sponsored read, please find a sponsorship form overleaf for your child and a reading log, to record the minutes they have spent reading. They are colour coded for house points.

After the sponsored read, please send all the sponsorship money that your child has raised to the school by Wednesday 7th March. All participants will receive house points and there will be book prizes for outstanding reading and children who have raised the most money.

Please support our sponsored read so that your child has more books to read, share and enjoy in school. The money will also go to improving our library and purchasing Bedtime Story bags for children to borrow.

Yours sincerely

Lorraine A Barber  
Headteacher



Department of  
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California, Los Angeles

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Fax: (213) 875-5001

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The following information is for your information only. It is not intended to be used as a substitute for professional advice.

It is requested that you contact the Library if you have any questions or need further information. We will be happy to assist you in any way possible.

Thank you for your interest in the Library. We appreciate your support and look forward to serving you in the future.

Very truly yours,  
Director, Library Services

Enclosed are the materials requested. Please check the items against the list and return the list to the Library if you have any questions.

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## SPONSORSHIP FORM

Pupil Name: ..... Year: .....

NAME	Address and contact details	Sponsorship donation	Total

## LISTENING LOG

Child's Name: ..... Nursery: .....

Three week readathon	Minutes Read			Total
	Week 1	Week 2	Week 3	
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

PROPOSAL FORM

Date: \_\_\_\_\_

TO: \_\_\_\_\_  
FROM: \_\_\_\_\_  
SUBJECT: \_\_\_\_\_  
REFERENCE: \_\_\_\_\_  
DETAILS: \_\_\_\_\_  
\_\_\_\_\_

TERMS AND CONDITIONS

1. This proposal is valid for a period of \_\_\_\_\_ days from the date of submission.

2. The price quoted is inclusive of all taxes and charges.

3. The contractor shall be responsible for the timely completion of the work.

4. The contractor shall maintain the quality of the work throughout the project.

5. The contractor shall provide a detailed schedule of work and progress reports.

6. The contractor shall be liable for any delays or non-compliance with the terms of the contract.

7. The contractor shall be responsible for the safety of the work site.

8. The contractor shall be responsible for the disposal of waste materials.

9. The contractor shall be responsible for the protection of the existing structures and utilities.

10. The contractor shall be responsible for the procurement of materials and labor.

11. The contractor shall be responsible for the transportation of materials and equipment.

12. The contractor shall be responsible for the storage of materials and equipment.

13. The contractor shall be responsible for the maintenance of the work site.

14. The contractor shall be responsible for the cleanup of the work site.

15. The contractor shall be responsible for the final inspection and handover of the work.