



5 June 2018

Dear Parent/Guardian

Text books are loaned to our students for the duration of their course in many subjects.

Once they have completed their examination in each subject, and these books are no longer required, we would appreciate prompt return of all textbooks to facilitate resubmission to the next intake of students.

Text books are very costly, often over £20 each, and consequently return of **all** text books is necessary. Non return will result in a charge for replacement copies.

In order that their returns can be recorded, your daughter must ensure that her name is very clearly marked on each textbook; either on a slip of paper or post-it note inserted into the first page. All text books should be returned to the Head of Department or to Mrs Carlin in the Year 14 study room. At this time there is also an amnesty for any other textbooks that are found at home.

Most pupils will choose to return their books after their final examination and all text books must **be returned by Friday 22 June 2018.**

Thank you very much for your support regarding this matter.

Mr Brian Montgomery

Vice Principal