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Dear Parent/Carer,

### YEAR 11 GCSE BOOK RETURN – TUESDAY 20TH JUNE 2017

I am writing to inform you of the arrangements for the return of school books and other materials after the completion of your son's exams.

This year, all subject issued textbooks, library books and other materials, as well as locker keys will need to be returned on **Tuesday 20<sup>th</sup> June, between 11.00 – 12.00 in the Library. Boys will need to bring along the attached form, and collect signatures from each applicable department to confirm the return of any textbooks and other issued materials. All students must see Mrs Fletcher and Mrs Williams to confirm the return of all library books and locker keys.** There will be a cost of £4.00 for lost locker keys to be paid on the day. Finally, after the completion of this process, boys must **hand their form to me for signing**, as confirmation that the return process has been fully completed.

If boys are unavailable on this day, they will need to ensure that they complete this process independently, as soon as possible after their final exam, whenever this may be. It is very much their responsibility to ensure the return of the above, and are liable to be charged for replacement materials, should they fail to be returned.

I hope that the forthcoming examination season will bring success, and look forward to seeing all boys back in school on the day.

Yours sincerely

Mr D Sadler  
Head of Year 11

# Y11 BOOK RETURN FORM

Name: .....

Subject	Signature to confirm all materials returned
Business Communications	
Business Studies	
English Language	
English Literature	
French	
Geography	
German	
History	
Latin	
Mathematics	

Library Books (HAF)	
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Locker Key (AMW)	
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Final Sign Off (DXS)	
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