



Headteacher: Mr D Reeve BSc (Hons)

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Tuesday 8th May 2018

Dear Parent/ Guardian,

YEAR 11 GCSE BOOK RETURN – THURSDAY 21ST JUNE 2018

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 will need to be returned on **Thursday 21st June 2018, between 11.00am – 12.00pm in the Library.**

- Students will need to bring along this letter (form on reverse), and collect applicable staff signatures to confirm the return of any textbooks and other issued materials.
- All students must see Mrs Fletcher to confirm the return of all library books.
- Finally, after the completion of the above process, boys must hand their form to myself or Mrs Cooper for signing, as confirmation that the return process has been fully accomplished.
- If any student is unavailable on Thursday 21st June, then they will need to ensure that they complete the book returning process independently. To do this, they must see Mrs Fletcher (librarian) in person, no later than Wednesday 20th June.

It is very much student responsibility to ensure the return of all books and borrowed materials no later than Thursday 21st June 2018. Should a student fail to return borrowed books and materials then they will be charged for replacements.

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

Yours faithfully,

Miss E. Torry
Head of Year 11



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UNESCO Associated Schools



YEAR 11 BOOK RETURN FORM 2018

Thursday 21st June 2018, between 11.00 – 12.00 in the Library.

Student Name: _____

Form group: _____

Subject	Staff signature	Date
Drama <i>Play text: Hard to Swallow by Mark Wheeler</i>		
French <i>Studio for AQA GCSE Higher, Studio for AQA GCSE Foundation</i>		
German <i>Stimmt for AQA GCSE Higher, Stimmt for AQA GCSE Foundation</i>		
Geography <i>Text book</i>		
Maths <i>GCSE Maths textbook (either higher or foundation)</i>		
Other, please specify:		
Other, please specify:		
Library books (Mrs Fletcher)		
Final Sign Off (Miss Torry or Mrs Cooper)		