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Wednesday 8th May 2019

Dear Parent/ Guardian,

YEAR 11 GCSE BOOK RETURN – Friday 14th June 2019

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 **Friday 14th June 2019, 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, students 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 Friday 14th 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 Thursday 13th June.

It is very much student responsibility to ensure the return of all books and borrowed materials no later than Friday 14th June 2019. 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 students back in school on book returns day.

Yours faithfully,

Dr M. Fisher
Head of Year 11



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YEAR 11 BOOK RETURN FORM 2019
Friday 14th June 2019, between 11.00 – 12.00 in the Library.

Student Name: _____

Form group: _____

Subject	Staff signature	Date
Drama <i>Play text: The Woman In Black by Susan Hill</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>TBSHS issued text book to be returned in good condition. Student owned copies (in good condition) may be purchased by TBSHS for £5 on book return day.</i>		
Maths <i>GCSE Maths textbook (either higher or foundation)</i>		
Other, please specify:		
Other, please specify:		
Library books (Mrs Fletcher)		

Final Sign Off (Dr Fisher or Mrs Cooper)		
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