

14 September 2017

LP/JB

Dear Parent/Carer

GCSE English Set Texts

As part of your son's examination course he is required to study a number of set texts. As a department we are happy to purchase these texts, but to insure against texts being lost or damaged we now require Year 10 students to bring a deposit into school before texts can be distributed.

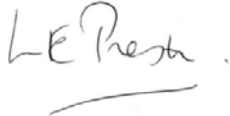
This deposit will cover all of the set texts for the entire two year course, namely texts for the English Literature nineteenth century text, play and the Shakespeare play. The texts will be distributed to students as each unit commences.

The total deposit is £15 and will, of course, be fully refundable on the return of the texts at the completion of the two year course.

We have taken this step as previously students have forgotten to bring their texts back, incurring considerable costs to the department over the long-term.

If you have queries please don't hesitate to contact me.

Yours sincerely



Lucinda Preston
Head of English

Please return to: Finance Department, Carre's Grammar School

Year 10 English Set Texts

Please find enclosed £15 as a deposit for my son's Year 10 English Set Texts. I understand that this deposit will only be repaid on the return of the books at the completion of the two year course.

Child's name: _____ Form: _____

Signed: _____ Date: _____
Parent/Carer