

11 September 2017

LP/JB

Dear Parent/Carer

Year 12 English Set Texts

As part of your son/daughter's examination course he/she 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 12 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 OCR Shakespeare, Drama and Poetry pre-1900, Close reading and Comparative and Contextual Study and coursework components. The texts will be distributed to students as each unit commences.

The total deposit is £20 (which is actually below the cost of all the texts) 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 12 English Set Texts

Please find enclosed £20 as a deposit for my son/daughter's Year 12 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