June 2019

Dear Parent/ Carer,

Your daughter has already been issued a number of books at the start of her GCSE courses; she will be issued further books as she progresses into the final year of her GCSE courses. She will be responsible for all of these books throughout her courses and expected to look after them and ensure they are returned in a good condition.

**Parents/ carers are required to pay a £20 book deposit in order that their daughter can have total access to text.**The total cost of books lent to students is much higher than the value of the book deposit. No further books will be issued to students until a book deposit has been paid. After the GCSE examinations, at the end of Year 11, students will have an official 'BookReturn Day' when they can bring in their loaned books and will collect their deposit in cash with a receipt. Money will be deducted for the cost of any books returned in a poor state or lost.

Please ensure that you have paid your daughter's book deposit **through sQuid**by the first week of the new school year.

Book Deposit to be paid by: Friday 6th September

Kind regards

Ms Kennedy

Deputy Headteacher