9 July 2020

Dear ……

I hope you are well and have been keeping motivated and positive during these strange times! Next week, we will be holding our Book Returns Day and would like you to bring into school any school books that were issued to you (this includes any books that may have been lent to you informally).

Book Returns Day is Wednesday 15th July.

We want to ensure that this process is very safe for both you and the staff managing the returns. Please read and follow the guidance below and ensure that you bring as many of the books from your personalised list below as you can find!

We will be returning the £20 deposit to students in cash but will make deductions for any books not returned or returned in poor condition.

* Arrive at the allocated time below (the year group is staggered into 15-minute intervals to ensure we can maintain social distancing)
* One person from the family to deliver books (either student or a family member on their behalf)
* Please bring lanyard as a form of identification (administrative staff will not know students by name)
* Enter through the middle gates and the front main entrance
* You will be directed to the Hewett Hall and to a queue to check in books
* Follow the distancing markings on the floor while waiting
* Staff will mark off your books and complete a receipt
* You will then move to a finance desk where cash will be issued to you in an envelope
* You will be directed to exit the Hall into the Student Entrance and out of the Muga Gate (this is to ensure a one-way system).

In order to ensure that books can be returned, and deposits collected safely, please be punctual and attend at the following time:

Entry Time: ……….

It is essential that all books are returned to school in person (by students or family representative) on Wednesday 15th July. Please bring in each book listed below and any additional school books that you may have (including library books).

|  |  |  |
| --- | --- | --- |
| **Subject / Name of Book** | **Replacement Cost** | **Returned?** |
| **English -Jane Eyre** | **£5** |  |
| **English - An Inspector Calls** | **£5** |  |
| **English -Romeo & Juliet** | **£5** |  |
| **«z\_book»** | **«Z\_cost»** |  |
| **«z\_book\_2»** | **«Z\_cost\_2»** |  |
| **«x\_book»** | **«x\_cost»** |  |
| **«xbook2»** | **«xcost2»** |  |
| **«y\_book»** | **«y\_cost»** |  |
| **«w\_book»** | **«w\_cost»** |  |
| **«FSMQ\_Book»** | **«FSMQ\_Cost»** |  |
| **«Laptop»** | **«Laptop\_cost»** |  |
| **Library Books – list of books owed has been issued by the LRC** | **£5** |  |

Some students also purchased a Kerboodle maths book and workbook. If this is in good condition, you will also be able to return this and be given the purchase value of the book back.

Please note that we are happy for you to wear a mask when coming onto site to return books. Staff handling books and money will be wearing gloves.

We look forward to seeing you next week.

Kind regards

Ms Kennedy  
Deputy Headteacher