



5 June 2020

Dear Students, Parents and Carers,

School Textbook & Library Book Return

I hope that you are all keeping safe and well and that students are finding lots of positive things to keep you busy.

As some restrictions start to ease slightly, we are writing to all Year 11 and Year 13 students now to ask you please to make arrangements for the return of all school textbooks and library books to us next week. We have not asked you to do this earlier as this would have been very difficult to arrange, but we are sure that you understand that we need to start making preparations for these books to be made available to students starting GCSE and A level courses and we would like to be able to do this before we reach the government's announced date of Monday 15 June for the start of some face-to-face engagement with students from Years 10 and 12 in school.

In order to make the return of books as safe and easy as possible for you, we would ask you please to do the following:

- Only attend if you are well. If you are unwell with Covid-19 symptoms please email us and we will make alternative arrangements.
- Collect together all school books which you have at home and bring them into school next week at any time between the hours of 9am and 3pm.
- You need to bring your books to the Wormestall Conference Room, which is the new building to the right of the school reception entrance, a little further down the driveway.
- This room has two sets of external fire doors, so you will be able to enter the room directly from the path which runs next to the driveway.
- The room has been signposted and marked out to ensure social distancing can be maintained, please comply with the distancing with our staff and other students or parents dropping off books at the same time as you.
- A member of the library staff will be in the room checking off all the books and letting you know if our records suggest there are any further books to return.

In order to help you collect all the books together, you will be receiving an email which lists all the books issued in your name. If you cannot find one or more of the books on the list, please still bring in those that you do have.

We are sure that you will understand how important it is that we are able to collect in all the outstanding books in your possession. Most Year 11 students will be relying on Year 13s to return their books to enable them to have the resources they need at the start of their sixth form studies and many students will have siblings starting Year 10 or Year 12 who will also be relying on these.

Thank you for your support with this process.

Yours faithfully,

Mr J Sharpe
Deputy Headteacher - Curriculum & Achievement

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