

11th March 2019

Dear Parent/Carer

Re: Year 11 Year Book Refund

Following my initial letter dated 28th November 2018, regarding the cost of the Year 11 Yearbook, I am pleased to inform you that we have reached our purchasing target and Fizz Yearbooks are able to apply the promised discount. The cost of the book has been reduced to £20 and the £4 difference can be collected from the Finance Office after Monday 18th March 2019 and before 5th April 2019. Alternatively the money can be added to your son/daughter's canteen account.

Yours faithfully

Mr C Elward
Head of Year 11

REC18/19Year11

.....
Reply Slip – Please return to the Finance Office

Re: Year 11 Year Book Refund

Student Name:Tutor Group:

Please indicate your preference for the return of the money:

I would like to collect the £4 from the Finance Office: Yes/No

I would like to put the £4 on my son/daughter's canteen account: Yes/No (Please delete as appropriate.)

Signed: Date:
 Parent/Carer

REC18/19Year11