



5<sup>th</sup> May 2015

Dear Parents/Carers,

### **Return of Textbooks**

During the course of Year 11 your child will have been issued with a number of textbooks. On the morning of **Thursday 18th June 2015** there will be an opportunity for those books to be handed back to the relevant Heads of Department.

These books are expensive to purchase and failing to return them prevents children further down the school from receiving the same educational opportunities as your child.

On arrival register at reception on Thursday 18th June 2015 and collect a book return form (their name will be on it) to be signed by the subject teacher once they have returned their books. They must return the completed form to reception before they leave school on Thursday 18th June 2015. Failure to return their completed form to reception on Thursday 18th June 2015 will result in their GCSE exam results being withheld in August.

Please return books to **F217 and F218** from 8.30-9.30:

- F217---ENGLISH, MATHS, SCIENCE, RE, HISTORY, GEO, SOCIOLOGY and MUSIC
- F218---FRENCH, GERMAN, ART, DRAMA, PE, FOOD, PRODUCT DESIGN, BUSINESS and ICT

The book return will be followed by a Leavers' Mass in the hall from **10 am**. There will also be an opportunity for the students to reflect on their own experiences at Cardinal Pole followed by a buffet and then dismissal from **11.30 am**. Parents are welcome to attend.

I would like to thank you for your support during your child's time at Cardinal Pole School. I wish them every success over the exam season.

Yours sincerely,

Mr O'Donoghue

**Assistant Head of KS4**