



2 July 2019

Dear Parents and Carers

**Re: Return of Modern Foreign Language Textbooks**

At the start of year 10, your son or daughter was issued with the textbook Stimmt for GCSE. Unfortunately, this has either not been returned or has been returned in a damaged and unusable condition.

Could you please have a thorough check at home and if found, ask your son or daughter to return it to his or her teacher immediately.

If you have returned a damaged book or are unable to find it, we would appreciate a contribution towards the cost of replacing it. The cost of a replacement is £21.99.

Please send cash or a cheque made payable to "St Martin's School" along with the slip below to the finance office by Wednesday 17 July so that we can purchase new books.

Many thanks for all your help.

Yours sincerely

Mrs L Ballard  
**Head of Modern Foreign Languages Department**

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**Return to finance office with payment**

**Re: Return of Modern Foreign Language Textbook**

Name of student: ..... Tutor Group: .....

I enclose £..... in payment for the textbook Stimmt for GCSE issued to my son or daughter but not returned or returned in damaged, unusable condition (£21.99).

Signature: ..... Date: .....  
(Parent or person with parental responsibility)