



Queen Mary's Grammar School
Headmaster: R J Langton, M A

May 2019

Dear Parent

Year 11 Book Collection Friday 14th June 2019

All pupils should attend school, in full uniform, on Friday 14th June 2019.

Book return will occur in the Hall and all year 11 students will need to return all textbooks and materials issued by their subject departments, return any CCF kit (if they are leaving/have left the contingent), return any library books and unpaid fines and return their locker key, where they will be refunded with the deposit for the key.

Any losses of books or equipment or any excessive wear and tear will be charged for on the spot so please make sure your child brings some money with them if you think it is likely that they may have to make a payment.

If you have any books that belong to the school that have not been handed in from previous years we would be glad to receive them, without question.

Yours sincerely

Richard Langton
Headmaster