

18 January 2019

Dear Parent/Carer

## Year 11 Leavers Book

We are currently organising the Year 11 Leavers Book. If your child would like a copy of the book the cost is £8.00. Payment can be made either by ParentPay (our preferred option) or cash/cheque for £8.00 (exact money only) made payable to Birchwood High School and returned in a completed Finance envelope to the Finance office, with the reply slip below, by Friday 15 March.

If your child is currently in receipt of Pupil Premium, the cost of this will be met in full by the school; please tick the box and return the reply slip below to the Finance office.

The Leavers Books will be printed externally therefore we cannot extend the deadline once it has passed. If monies are not received by **Friday 15 March** your child will not receive a copy.

We are hoping to produce a Leavers Book that your child will be proud to keep.

Yours sincerely

*Michael Phillips*

Mr M Phillips  
Head of Year 11

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Reply Slip - **Year 11 Leavers Books** (please return to Mrs Young in the Finance office no later than **Friday 15 March**)

Student's name: ..... Form: .....

Payment via ParentPay                      Date paid.....

Cash/cheque enclosed (please delete as appropriate, exact money only)

I am entitled to Pupil Premium and would like a copy of the Leavers Book

Signed: ..... Date: .....

Principal - Dr Chris Ingate

Registered office - Parsonage Lane • Bishop's Stortford • Hertfordshire • CM23 5BD

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