18 September 2018

Dear Parents and Carers

**Year 10 GERMAN Grammar and translation workbooks**

Your son/daughter has now started their German GCSE course. We have opted for the use of digital material some of which your son/daughter will be able to access from home for their home learning.

However all Year 10 students are required to purchase their own *Grammar and Translation Workbook* in which they will be able to write to practise these challenging aspects of the course. The workbook is priced at £5.99 and will be available from the German Department. Students in receipt of Pupil Premium Funding will be provided with the book free of charge.

You can either pay online via your Scopay account or a cheque (payable to Rickmansworth School) or cash can be taken directly to the Bursar’s office.

Thank you for your support in this matter. Should you have any queries regarding the course, please do not hesitate to contact me.

Yours sincerely

Miss S Streatfield
Head of the MFL Faculty
sstreatfield@rickmansworth.herts.sch.uk
To: Bursar’s Office
Re: Year 10 GERMAN Grammar and translation workbooks

Student Name ..............................
Form & Teaching Group ..............................

I would like to purchase the German Grammar and Translation workbooks will organise payment accordingly:

Please tick against method of payment below:

Online payment: I am registered for the School internet payment facility and would like to make online payments ☐

Cheque payment: please make cheques payable to Rickmansworth School and hand in at the Bursars Office ☐

Cash payment: please hand in with this slip at the Bursar’s Office ☐

Pupil Premium: My son/daughter is in receipt of Pupil Premium Funding ☐

My email address is ..........................................................

Signed (Parent/Carer) ..........................................................

If the payment is in cash and over £20 a receipt MUST be obtained from the Bursars Office. Cheque and cash payments MUST be placed in an envelope clearly labelled with the Student’s name and the payment reference. Thank you.