

20<sup>th</sup> September 2017

Dear Parent/Guardian

As an A-level Business Studies student your son/daughter will be taking three examinations commencing in either May 2018 or May 2019. I have searched to find valuable student workbooks that your son/daughter will be able to use to focus their revision for these forthcoming examinations. The workbooks contain notes on all specification topics along with practice questions to be completed in the book. It will also be useful to have a comprehensive revision guide on all of the specification topics. These can be purchased for £8.00. Students have all viewed the books and commented on how useful they consider them to be.

If you are happy for your son/daughter to purchase these they will be at a cost of £5.00 per workbook and £8.00 for the revision guide. I would appreciate it if you could complete and return the reply slip to school by the early part of next week along with payment so that I can process the order. Payments can be made via our online payment facility at [www.parentpay.com](http://www.parentpay.com), which is our preferred method of payment. Please contact the school Finance Office at [finance@hanleycastlehs.org.uk](mailto:finance@hanleycastlehs.org.uk) if you have lost your login details or have any other queries regarding online payments. Alternatively a cheque or cash can be sent into school in a labelled envelope and put in the Finance box in the Library.

If you are in receipt of free school meals and wish your son/daughter to take part in this opportunity, but would have difficulty meeting the cost, please request a financial assistance form as the school may be in a position to help.

Yours sincerely

Mrs D Berry  
Teacher of Business Studies

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Please return to Mrs D Berry, via the Finance Box in the Library

Student's name: \_\_\_\_\_

- I would like to purchase an A-level Business Studies Workbook for £5.00
- I would like to purchase an A-level Business Studies Revision Guide for £8.00
- I have paid online via ParentPay
- ParentPay Receipt Number: .....
- I enclose cheque / cash (please delete as appropriate) for £ .....

Signed: ..... Parent/Guardian Date: .....