

20<sup>th</sup> September 2017

Dear Parent/Guardian

As a BTEC Business Studies student your son/daughter will be taking their Unit Two Finance Examination during this academic year. The exam will be taken electronically and will account for 25% of their overall final grade in the subject. I have searched to find a valuable student revision guide that your son/daughter will be able to use to focus their revision for this forthcoming examination. The 'Edexcel specific' revision guide contains notes on all specification topics along with practice exam-style questions and a CD-ROM with two practice assessments. 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 this it will be at a cost of £3.50 per revision guide/workbook. I would appreciate it if you could complete and return the reply slip to school by the early part of next week 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 Edexcel BTEC Business Studies Revision Guide for my son/daughter to prepare for their Finance examination

I have paid online via ParentPay

ParentPay Receipt Number: .....

I enclose £3.50 cheque / cash (please delete as appropriate)

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