

June 2011

Dear Parent

The Annual Book Sale will take place in the Assembly Hall on the afternoon of Monday 20 June. At this sale pupils from S3 upwards will be able to sell textbooks to pupils from S2 to S5. There are various points to note in relation to this exercise:

- Pupils must check booklists thoroughly to ensure they **retain required books**
- Pupils must ensure that they **purchase the correct edition** of a text as indicated on the booklist
- Both buyers and sellers must ensure that there is not a school stamp on books, bought or sold
- Pupils must ensure they have enough change for their transactions – the Cash Office will **not** be able to give change
- All transactions are the pupil's responsibility

Pupils who wish to lodge cash safely until the time of the sale should place it in a named envelope which should be handed in to the appropriate year base in the course of Form time. These envelopes can be collected before the sale. Pupils must leave negotiations until the time of the sale.

Form teachers will advise pupils of the arrangements for the afternoon. After 2.30 pm, pupils from S2 upwards are free to dismiss home on completion of their purchases.

The sale will be supervised by staff but pupils must use this opportunity sensibly, taking care and applying common sense in their negotiations.

Yours sincerely

Mr M D Martin
Senior Depute Rector