

CIRCULAR FOR PARENTS

Ref No- Cir/RBS/2016-17/No.13

Date- 11/07/16

To: All Parents (Class 1 to 7)

From: The Principal

Subject: English Literature books circular

Dear Parents,

This is in regard to the English literature books used for the English Program.

As you know, we have a wonderful selection of books with celebrated authors and titles as a part of our English Program. These have contributed immensely to the linguistic and literary development of our students, as evidenced from the last academic year. We are proud to see high quality student development with such a unique English program.

However, we face certain issues related to making these books available for all students. Many of the books are becoming out-of-stock in the market or available in lesser quantities than required, from one academic year to the next. Most of these books will eventually be re-printed by the publisher, but they don't give us a definite timeline of re-printing. We also realize that these books require higher monetary spending from parents than simple textbooks.

Therefore, we are changing the methodology of distributing these books to students. Please see the attached note for these details. Old parents from Year 2015-16 are kindly requested to fill and submit the consent slip below, after reading the note. The slip should be submitted to the counselor by **14th July 2016**.

Looking forward to your co-operation in this process for the benefit of all students.

With Warm Regards,

Mrs.Sutapa Mishra
The Principal , Redbricks School

ENGLISH LITERATURE BOOKS- BUYBACK PROGRAM
CONSENT SLIP

Student Name: _____

Class (In Year 2015-16)

I am willing to offer the below books back to the school for use of other students and school library-

Compulsory buy-back books <i>(Tick any one from this column)</i>	Optional buy-back books <i>(Tick any one from this column)</i>
<input type="checkbox"/> With 50% refund <input type="checkbox"/> Without refund, donation	<input type="checkbox"/> With 50% refund <input type="checkbox"/> Without refund, donation <input type="checkbox"/> Not Interested

Parent's signature: _____

Date: _____

Note- The donated books will be useful to utilize for Merit Scholarship and RTE students.

REDBRICKS SCHOOL
English Literature Books – Distribution and Buy-back
For Class 1 to Class 6

A) Process Of Distribution And Use

- The school will invest and buy all these books in enough quantities (one for each student) and stock it in the school library.
- At the start of the theme, the related book will be distributed to students for use (This will be compulsory).
- The students will be expected to return this book back to the school library after one week of the completion of the theme.
- Class 5 and Class 6 students may also re-issue the book, if required, for exam preparation.
- Apart from this, anytime during the academic year, the student can re-issue this book to read at Home/in School from the library.
- In case the book is damaged or lost, the student will need to replace the book for the school library.
- Each book is projected to be good for use for a period of three years. Therefore, each student will need to pay **35% of the book cost** as the usage charge per book per year.

This process will bring benefits in the following manner-

- Ensuring that the books are available for all students every year (atleast for a period of 3 years), even if they become out-of-stock in the market at a later stage.
- School coordinates the entire books procurement and distribution process, resulting in convenience for parents.
- Parents will only pay for the usage charges, as opposed to the total cost of the book, resulting in cost savings. The book will stay accessible to students throughout the year and even in later years, through the school library.
- Students will learn the attitude of taking good care of their books and saving resources, as other students will also use them over the years.

Note-

- We understand that some students may want to possess their own copy of some of these books for future reading. In that case, parents may choose to buy such a copy for their child from the market after the theme completion. However, it is compulsory to use the school library book during the theme.

B) Book Buy-Back Program – For Year 2015-16 Books

COMPULSORY BUY-BACK/DONATION

- In Academic Year 2015-16, all the theme-related literature books were bought and distributed to students against their cost.
- This year, some of those books are out-of-stock in the market or available in lesser quantities than required for student use.
- We, therefore, require to **buy back** these books from last year's students, to pass on to this year's students, by making them a part of the school library.
- The school will buy back these books by paying **50% of its cost price back to the parents**. This rate is decided after studying market refund rates for a book used for one year.

- In case the parents wish to **donate these books** back without 50% refund, then they may do so at their choice. *The donated books will be particularly useful for Merit Scholarship and RTE students.*
- Parents may be able to buy these books at a later stage from the market when they are re-printed.
- The list of these books is given below-

Compulsory Buy-back Book List

Class	Book Title	Price to the parent 2015-16	50% Refund to Parents for buy-back 2016-17
I	Wombat Goes Walkabout	Rs. 210	Rs.105
I	A Flat For Rent	Rs. 30	Rs.15
II	Satya's Boat	Rs. 120	Rs.60
III	The School Skeleton	Rs. 175	Rs.87
III	The Mountain That Loved A Bird	Rs. 150	Rs.75
III	Moonwalk: The First Trip To The Moon	Rs. 175	Rs.87
III	Postcards From Ura	Rs. 150	Rs.75
VI	My Journey To The Magnetic North Pole	Rs. 25	Rs.12

- The book should be in a good condition and not damaged for refund to be provided. If it is not in a good condition, then the refund provided maybe none or lesser.
- Parents are requested to send these books back to the school library latest by **14th July 2016**.
- The refund of 50% amount for buy-back will be provided to parents before the end of **August 2016**.
- **Please note that returning the above books is compulsory, for it to be made available to coming year's students for their English Program.**

OPTIONAL BUY-BACK/DONATION

- For all the **other books** provided last year, we also request parents to offer them either for **donation to the school library, or buy-back at 50% cost refund**.
- This is an **option, but highly recommended**.
- Below is a list of such books which are optional for buy-back/donation –

Optional Buy-back/Donation Book List

Class	Book Title	Cost to the parent 2015-16	Refund to Parents for buy-back 2016-17
I	Sunu Sunu Snail, Storm in the Garden	Rs.120	Rs.60
I	Lost and Found	Rs.295	Rs.147
II	Ismat's Eid	Rs.165	Rs.82
II	The Milkman's Cow	Rs.40	Rs.20
II	The Enormous Crocodile	Rs.215	Rs.107

III	The Wolves in the walls	Rs.250	Rs.125
III	The old man who wouldn't listen	Rs.80	Rs.40
IV	Angry River	Rs.105	Rs.52
V	Jungu, the Baiga princess	Rs.225	Rs.112
V	We the children of India	Rs.175	Rs.87
V	Just a train ride away	Rs.120	Rs.60
VI	The Adventure of the missing dancing girl	Rs.146	Rs.73
VI	The Narayanpur incident	Rs.50	Rs.25

- The book should be in a good condition and not damaged for refund to be provided. If it is not in a good condition, then the refund provided maybe none or lesser.
- If Parents are interested in optional buy-back/donation of above books, then they may send these books back to the school library latest by **30th July 2016.**
- The refund of 50% amount for optional buy-back will be provided to parents before the end of **first semester.**