

May 2023

Dear Parent/Guardian,

Attached to this letter you will find details from Swindon Books Centre regarding ordering procedures for textbooks for the next academic year.

Please note, however, that there is no requirement that textbooks be purchased through Swindon Books. You may buy textbooks from whichever supplier you wish allowing you to shop around for the most competitive prices. In our discussions with Swindon Books, they tell us that it is their understanding from publishers that their prices are competitive and that additionally they offer us a discount. However, if you find a cheaper supplier for your child's textbooks by all means feel free to order from them.

All textbooks ordered through Swindon Books should be collected at their retail location prior to the start of the academic year. If publishers are unable to supply any titles before the start of the academic year, Swindon will deliver them in bulk directly to school as soon as they become available.

Please take special note that Swindon Books has implemented a **NO EXCHANGE / NO REFUND / NO CREDIT** policy. Please read their instructions carefully.

English

The English Department textbook order identifies core texts required for the coming academic year. English teachers may require additional extended reading texts to be purchased at a later date. In regards to the Diploma Programme (DP), some English Language and Literature teachers will select texts as the course progresses to best suit the needs of individual students. In this case the teacher will notify the students by email with the titles and ISBN numbers of required texts.

Science

Please note that Year 12 Science textbooks are now provided by Kognity, an online interactive textbook that also offers examination practice and quizzes that support student learning. More information on this will be sent to parents directly from the Science department before June 30th 2023.

Mathematics

Please note that Y7 to Y11 students can purchase an optional online interactive textbook and it can be subscribed through the Swindon book order link. This interactive textbook would be useful for independent support and revisions.

Chinese

Incoming Year 7

There is no need for you to buy any Chinese textbooks **until this August**. Your child's Chinese teacher will communicate directly with you regarding which Chinese class your child is in and which textbooks to buy. You will then be able to order the necessary textbooks before end of August.

Incoming Year 8-11

Your child's Chinese teacher will contact you directly about which Chinese class your child is in and which textbook to buy **by the end of May**. You will then be able to order the necessary textbooks.

If you are still unclear about which textbook to buy, please get in touch with your child's Chinese teacher or Ms. Danni Li, lid10@rchk.edu.hk, Head of Chinese (Secondary), **by 25 June**.

Instructions on the Swindon's E-platform

Please purchase the textbooks according to the instruction from your child's Chinese teacher. 請家長按照學生中文老師的指示選購相應的教材。

Please purchase the simplified **or** traditional Chinese version according to students' needs. 請家長根據學生需要選購簡體或繁體課本。

Other Subjects

Please note that not all subjects require the purchase of a textbook. Where there is no textbook listed for a subject, students can expect teachers to provide electronic materials via Google Classroom.

Kind regards,

Geoff Wheeler

Head of Secondary