

Dear Parents

Aslamualaikum,

I pray that this letter reaches you in the best of health and Iman. Insha'Allah, I hope your daughter has now settled into her new classes and this proves to be a successful and beneficial year for her.

I am writing to inform you that this year the ICT department will be selling USB's to pupils which will be available in various memory sizes. This is not compulsory for pupils to purchase; however is a service being provided for some pupils who may not currently own a USB.

Throughout the course of the year, in various subjects, your daughter may be required to carry out a homework task or a project using a computer. In order for her to be able to save the necessary files, she may require a USB. **Please note, the school cannot be held responsible for any USB's that are lost. As with all stationary, it is the responsibility of the pupil to ensure it is kept safely.**

The cost of the USB varies depending on the memory size purchased, please find below a list of USB's available to purchase from the school;

2GB	USB 2.0 Flash Memory	£3.47
4GB	USB 2.0 Flash Memory	£3.97
8GB	Kingston USB 3.0	£4.37
16GB	Kingston USB 3.0	£6.44
32GB	Kingston USB 3.0	£11.64

Should your daughter require a USB, please complete the reply slip below and return to Mrs Shaheen no later than **Monday 22<sup>nd</sup> September 2014** stating the size of the USB required and enclosing the correct cost of the USB [cash only].

Please do not hesitate to contact me at [s.shaheen@mihsg.co.uk](mailto:s.shaheen@mihsg.co.uk) should you have any queries with regards to this matter.

Walaikumsalam,

Mrs S Shaheen  
Head of ICT

Daughters Name: \_\_\_\_\_

Form: \_\_\_\_\_

Size of USB required: \_\_\_\_\_

Payment amount: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_