

October 2017

Dear Parent/Carer

Outwood Academy Shafton uniform shop
Thursday 9 November 2017

We are aware that some parents/carers are requesting to order/buy replacement uniform items via the Academy and to facilitate this we have arranged for Trutex to attend the Academy to set up a 'uniform shop' on **Thursday 9 November, between 3pm and 5.30pm**. We feel that at this time of year it will provide a good opportunity to buy more 'winter' items such as sweaters, and items for PE such as tracksuit bottoms, leggings and fleeces etc.

Trutex will bring with them all uniform items so you will be able to purchase what you require on the day and take away with you. If for any reason they do not have the size or amount you require in stock you can order and arrange for these to be delivered direct to your home within a few days.

If you are interested in purchasing replacement uniform items for your son/daughter please attend the Academy on 9 November as above.

However, if you are unable to come to the uniform shop between the above times please contact Mrs Ward at the Academy as below, and she will take your order over the phone and ensure that it is handed to Trutex on 9 November. If you would like to do this please send in the money with your child for the attention of Mrs. Ward so that she can hand the money over to Trutex with the order form. We can also organise for delivery of your items direct to the Academy if you would prefer, and you could call to pick them up either during normal school hours from main reception, or between 6 pm and 8pm on Mondays to Thursdays when the Academy is open for community lettings from student reception.

If you need any more information please contact the Academy on 01226 717730 and ask for Mrs Ward (Ext. 219)

Yours faithfully



Jane Goldthorpe
Business Manager