

2 July 2020

Dear Parent/Carer

The school uniform for new Year 7 students will arrive at Outwood Academy Carlton on **Thursday 13 August 2020**. **Uniform can be collected from the school dining room and you will need to gain access to the building via the car park at the bottom/back of the school and come in through the dining room entrance. There will be a member of staff available at all times to allow access to the building.**

I have arranged for you to collect the uniform as follows:

BOYS

If your surname begins with A, B C, D, E, F or G - between 11:00 and 11:45

If your surname begins with H, I, J, K, L or M - between 11:45 and 12:30

If your surname begins with N, O, P, Q, R or S between 12:30 and 13:15

If your surname begins with T, U, V, W, X, Y or Z – between 13:15 and 14:00

GIRLS

If your surname begins with A, B C, D, E, F or G - between 14:00 and 14:45

If your surname begins with H, I, J, K, L or M - between 14:45 and 15:30

If your surname begins with N, O, P, Q, R or S between 15:30 and 16:15

If your surname begins with T, U, V, W, X, Y or Z – between 16:15 and 17:00

There will be the opportunity to exchange any uniform items on **Friday 14 August 2020**. **The exchange will also take place in the dining room, which can be accessed via the car park at the bottom/back of the school.**

I have arranged for uniform exchanges to take place as follows:

BOYS

If your surname begins with A, B C, D, E, F or G - between 11:00 and 11:45

If your surname begins with H, I, J, K, L or M - between 11:45 and 12:30

If your surname begins with N, O, P, Q, R or S between 12:30 and 13:15

If your surname begins with T, U, V, W, X, Y or Z – between 13:15 and 14:00

GIRLS

If your surname begins with A, B C, D, E, F or G - between 14:00 and 14:45

If your surname begins with H, I, J, K, L or M - between 14:45 and 15:30

If your surname begins with N, O, P, Q, R or S between 15:30 and 16:15

If your surname begins with T, U, V, W, X, Y or Z – between 16:15 and 17:00

Outwood Grange Academies Trust, a company limited by guarantee registered in England and Wales with company number 06995649.

Registered office address: Potovens Lane, Outwood, Wakefield, West Yorkshire WF1 2PF.

VAT number: 158 2720 04. Outwood Grange Academies Trust is an exempt charity.

A list of Directors' names is open to inspection at our registered office.

Please also find Uniform Distribution and Exchange Policy for Parents/Carers, with further information, attached to this letter. Please ensure that you follow this Policy.

If you are on holiday on either of the above dates, you may arrange for someone to collect the uniform for you or, if you would prefer, you can call school and leave a message to collect the uniform before the start of the new school term.

Yours sincerely

Joy Fletcher
Business Manager