

11 July 2017

Dear Parent/Carer

The uniform supplier, Trutex, will be coming into school on **Friday 4 August 2017** to allow parents to try, purchase or, if necessary, order any new items of uniform required for September. **You will need to gain access to the building from the bottom car park and then through the entrance in to the dining room. There will be a member of staff available at all times to allow access in to the building.** Payment can be made to Trutex on the day either by cash or debit/credit card.

**The uniform trying and ordering will take place in the dining room between 14:00 and 16:00.** If the correct sizes are available uniform may be purchased and taken on the evening. Any orders made will be delivered to your home address and should arrive within seven working days of order.

If you are ordering new uniform you will be given an order number. Please keep this safe in case you have any queries with your uniform order. All uniform queries will be dealt with by contacting Trutex directly. Business cards will be handed out on the evening.

If you are on holiday on this date you can order uniform on-line by logging on to [www.trutexdirect.com](http://www.trutexdirect.com) and register using our school code LEA00656SC. This will take you to the Outwood Academy Carlton uniform page, where you can see all items of your school uniform and sportswear. You can also view the Trutex Direct Digital Brochure on the school's website [www.carlton.outwood.com](http://www.carlton.outwood.com) on the information dropdown box in the uniform section. **Please note that it is not permissible to buy items of uniform from any other supplier or store.**

Please do not hesitate to contact school if you need any further information with regard to this uniform afternoon.

Yours sincerely

Joy Fletcher  
Business Manager