

12 July 2017

Dear Parent/Carer

The school uniform for new Year 7 students will arrive at Outwood Academy Carlton on **Friday 4 August 2017**. **Uniform can be collected from the dining room. 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 to the building.**

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

If your surname begins with A, B C, D, E, F or G - between 10:00 and 10:45

If your surname begins with H, I, J, K, L or M - between 10:45 and 11:45

If your surname begins with N, O, P, Q, R or S between 12:15 and 13:00

If your surname begins with T, U, V, W, X, Y or Z – between 13:00 and 13:45

If you are on holiday on this date 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.

**Uniform will be available for Parents/Carers of students in all other year groups (8 to 11) to purchase between 14:00 and 16:00 on the same day.**

Yours sincerely

Joy Fletcher  
Business Manager