

27<sup>th</sup> April 2022

Dear Parent/Guardian

I hope this letter finds you well. We are looking forward to your child starting their secondary education with us at Outwood Academy Carlton (OACa). I would like to take this opportunity to highlight some key dates throughout this academic year to ensure your child has a smooth transition to OACa.

Firstly, I have been in contact with all primary schools and will be working with them closely over the next couple of months to establish how we can best support your child through this process and ensure they have the best possible transition experience. I will also be visiting primary schools in the summer term which will give me an opportunity to meet your child and discuss any worries or concerns they may have.

Secondly, our school uniform is now ready to order. Please visit our website [carlton.outwood.com](http://carlton.outwood.com) for a copy of this letter where you will be able to click into the following links. The links will direct you to Trutex Direct Uniform Brochure [School Uniform Brochure](#). You can order your free bundle via the following links: - [Boys Order Form](#) and [Girls Order Form](#). Please be aware that these Order Form links will expire on **Sunday 22nd May 2022** so it is important you have ordered all uniform prior to this date.

The uniform should be ordered online using the above links to the electronic form, however we also appreciate that some parents/carers may have limited access to the internet. For those parents we have arranged a further additional uniform measuring evening at the Academy on **Tuesday 10<sup>th</sup> May 3.30 – 5.30pm**

**Please be advised we will not be able to measure all students on this date and it should only be attended by those parents who are unable to order online using the electronic order form.**

Once you have ordered, please do not worry if the uniform is the wrong size when it arrives as there will be an opportunity to exchange it. The date for collection is **Wednesday 13<sup>th</sup> July** and the date for exchange is **Wednesday 20<sup>th</sup> July**. Please make a note of these dates, however you will receive a separate letter from Trutex our uniform supplier outlining a specific time slot for you to attend.

In addition, we will also be holding an Information Evening on **Thursday 23rd June between 5-7pm**. This will give you an opportunity as parents/carers to visit the school and meet key members of staff, ask any questions and attend a presentation from the Head Teacher, Mr Haynes. A letter will be sent to you closer to the time with further information.

Yours sincerely



Mrs B Clarke pp  
Transition Lead  
Associate Assistant Principal

## REMINDER OF KEY DATES

Tuesday 10 <sup>th</sup> May 2022 – 3.30pm to 5.30pm	Uniform Measuring Evening, Outwood Academy Carlton
Sunday 22 <sup>nd</sup> May 2022	Electronic link expires for ordering uniform
Thursday 23 <sup>rd</sup> June – 5.00pm – 7.00pm	Information Evening for new Year 7 Parents/Carers, Outwood Academy Carlton
Wednesday 13 <sup>th</sup> July 2022	Uniform Collection from Outwood Academy Carlton
Wednesday 20 <sup>th</sup> July 2022	Uniform Exchange from Outwood Academy Carlton