

22/04/2020

Dear Parents/Carers

## **Free Year 7 Starter Uniform Bundle**

Firstly, can I say how delighted we are that your child will be attending Outwood Academy City Fields in September, whilst this is not an ordinary year, please be assured that we are doing everything we can to ensure as smooth a transition to secondary school as possible in the circumstances.

As part of this transition all new Year 7 starters are issued with a free bundle of Outwood uniform, consisting of:

- 1 blazer
- 2 white shirts
- 1 pair black trousers or skirt
- 1 tie
- 1 PE rugby top
- 1 PE polo top
- 1 PE shorts
- 1 PE socks

Normally we would arrange for our uniform supplier to measure all Year 6 children for their uniform bundle as part of one of the transition days in the summer term. Clearly, this year this will not be possible, therefore, we have made alternative arrangements with our supplier, Trutex.

The following links will take you to an order form that allows you to order your uniform bundle online:

<https://www.trutex.com/outwoodgirlsform>

<https://www.trutex.com/outwoodboysform>

Please complete one order form per child. This will then be checked against the list of new Year 7 starters that we have been provided by the Local Authority to ensure that we have one order for every child we are expecting to start in September 2020.

There is support on the Trutex website for ensuring that you select the right size uniform for your child, including videos available through this link:

<https://www.trutex.com/tips-and-tricks/size-guides.html>

Once Trutex have received orders, the named uniform bundles will be delivered to the academy for you to collect. The collection dates for each academy are provided on the attached list.

We will contact you again nearer the collection date with arrangements for the day as we will need to ensure that we practice social distancing and appropriate safeguarding for yourselves and staff.

Should you discover that the uniform you have ordered does not fit, there will be a return and exchange day held the following day at the school. Again, it will be necessary to manage this day carefully to protect everyone and further details will be given nearer the time.

Please be aware that this process will only be for the order of your free uniform bundle and additional uniform that you wish to buy will need to be purchased from Trutex online or a local stockist as usual.

Finally, if you have any difficulties accessing the online form, please telephone your relevant academy and we will arrange for a hard copy of the form to be sent to you as soon as possible.

Yours faithfully



Michelle Colledge-Smith  
Principal

### **Distribution and Exchange Dates**

<b>Academy</b>	<b>Distribution Date(s)</b>	<b>Exchange Date(s)</b>
Outwood Academy City Fields	5 August 2020	6 August 2020