



Outwood Academy Portland

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Regional Chief Executive: Mrs J. Slater
Associate Executive Principal: Dr. P. Smith

CH/HMS

10th June 2016

Dear Parent/Carer

Year 11 Yearbook

Thank you for returning your reply slip to reserve a copy of the Year 11 yearbook. I am pleased to inform you that there has been a really positive response from students wishing to purchase a yearbook. As a result of the large response, I can now confirm that we are able to offer the book at a lower cost of £12.00 each.

The yearbook will be professionally produced, containing 30 pages and will have a hardback cover.

In order for us to authorise the printing of the yearbooks, we will need to collect payment in full by no later than 17th June 2016. This can be taken to the finance office in student reception.

The yearbook will not be available until October 2016, as we are including photographs from the Prom, Prom Breakfast and exam results day. You will be contacted by text message to inform you when they will be available to collect from the academy.

Please send your payment along with the completed reply slip below, in a sealed envelope marked Year 11 Yearbook. Cheques should be made payable to Outwood Academy Portland.

Yours faithfully

Mrs C Hurt
Year 11 Learning Manager

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Year 11 Yearbook – please return the finance office

Student name Year/VMG

Please find enclosed £12.00 in full payment of a year 11 yearbook.

Signed(Parent/Carer) Date