

Outwood Academy Portland

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20 October 2014

Dear Parent/Carer

Trutex Uniform Event

We are pleased to advise you that we will be holding a uniform event, in conjunction with our supplier Trutex, on Thursday 6th November between 3 pm and 6 pm, this is the first of three events to be held over the academy year. The event is designed primarily for those people who find it difficult to access the on-line service or are wishing to establish their child's size.

Trutex will have a range of uniform for sizing purposes and will take orders and payment on the day (card payments will be accepted). Any queries regarding delivery times for these orders should be directed to Trutex on the evening.

The academy will also have a range of blazers in stock for immediate purchase; payment for these blazers can only be made by either cheque or cash.

The event will be held in the main hall and changing facilities will be available. Please note that there will be a prompt finish time so please try and arrive early if you need to attend.

Yours faithfully



Stephen R Lambert
Business Manager