

Our ref: JBE/AKE

Tuesday 7<sup>th</sup> June 2022

Dear Parents/Carers,

### Trutex Uniform Bundle Collections

You should have now ordered your free Trutex Uniform bundle for your child. This letter is to outline the collection and exchange events.

#### Picking up your new uniform bundle:

Trutex will attend the Academy on **Tuesday 9<sup>th</sup> August 2022** to distribute the uniform bundles for each student. This distribution will be carried out by alphabetical time slots throughout the collection day.

If you cannot attend the collection event, please ask a relative or friend to collect on your behalf. We ask if just one person can attend to collect this uniform bundle where possible to avoid overcrowding in a small area.

Collection Event		
Date of Collection Event	Collection Time	Group to attend time slot <i>(First letter of students surname)</i>
<b>Tuesday 9<sup>th</sup> August 2022</b>	10.30am-10.50am	A & Z
	10.50am-11.20am	B
	11.20am-11.40am	C
	11.40am-12pm	D & U
	12pm-12.20pm	E & L
	12.20pm-12.40pm	F, I & J
	12.40pm-1pm	G & K
	1pm-1.30pm	H
	2pm-2.20pm	M
	2.20pm-2.40pm	N & T
	2.40pm-3pm	O & R
	3pm-3.20pm	P & Q
	3.20pm-3.40pm	S
	3.40pm-4.05pm	V, W, X & Y

#### Need to change an item?

Trutex will also attend the Academy on **Tuesday 16<sup>th</sup> August and Wednesday 17<sup>th</sup> August 2022** to provide an exchange event for the uniform bundle collected. This will be carried out by alphabetical time slots throughout the exchange day.

Items returned for exchange must be in a re-sellable condition; please keep any hangers/packaging of the items you want to exchange. Due to hygiene reasons, socks cannot be exchanged if tried on (the shoes size is displayed on the packaging).

If you cannot attend the exchange event, please ask a relative or friend to collect on your behalf. We ask if just one parent/carer and the student can attend the exchange event to avoid overcrowding in a small area.

Outwood Grange Academies Trust, a company limited by guarantee registered in England and Wales with company number 06995649.

Registered office address: Potovens Lane, Outwood, Wakefield, West Yorkshire WF1 2PF.

VAT number: 158 2720 04. Outwood Grange Academies Trust is an exempt charity.

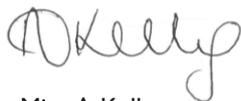
A list of Directors' names is open to inspection at our registered office.

Exchange Event		
Date of Collection Event	Collection Time	Group to attend time slot (First letter of students surname)
Tuesday 16th August 2022	11am-11.30am	A & Z
	11.30am-12.15pm	B
	12.15pm-12.45pm	C
	12.45pm-1.15pm	D & U
	1.30pm-2pm	E & L
	2pm-2.30pm	F, I & J
	2.30pm-3pm	G & K
Wednesday 17th August 2022	10am-10.45am	H
	10.45am-11.15am	M
	11.15am-11.45am	N & T
	11.45am-12.15pm	O & R
	12.30pm-1pm	P & Q
	1pm-1.30pm	S
	1.30pm-2.10pm	V, W, X & Y

If you need more information, or have a query relating to the collection or exchange event, please contact the Academy on 01909 471010, or email into [enquiries@portland.outwood.com](mailto:enquiries@portland.outwood.com).

Please keep a look out for further correspondence via mail, email and on our website.

Yours sincerely,



Miss A Kelly  
**Admin Assistant**