

Our ref: JBE/AKE

Tuesday 27th June 2023

Dear Parents/Carers,

### Trutex Uniform Bundle Collections

You should have now ordered your free Trutex Uniform bundle for **\*insert name here\***. This letter is to outline the collection and exchange events.

#### Picking up your new uniform bundle:

Trutex will attend the Academy on **Thursday 27th July 2023** 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>
Thursday 27th July 2023	10am-10.30am	A, P & Q
	10.30am-11.10am	B
	11.10am-11.30am	C
	11.30am-11.50am	D & L
	11.50am-12.10pm	E & K
	12.10pm-12.30pm	F & G
	12.30pm-1pm	H & I
	1pm-1.20pm	J, O & Y
	1.20pm-1.50pm	M
	1.50pm-2.10pm	N & R
	2.10pm-2.40pm	S & Z
	2.40pm-3.10pm	T, U, V, W & X

#### Need to change an item?

Trutex will also attend the Academy on **Friday 4th August and Monday 7th August 2023** 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 shoe size is displayed on the packaging).

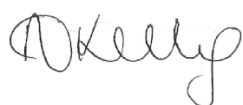
If you cannot attend the exchange event, please ask a relative or friend to collect on your behalf. We ask if just one parent/carer and the student can attend the exchange event to avoid overcrowding in a small area.

Exchange Event		
Date of Collection Event	Collection Time	Group to attend time slot <i>(First letter of students surname)</i>
Friday 4th August 2023	10.30am-11.30am	A, P & Q
	11.30am-12.30pm	B
	12.30pm-1.15pm	C
	1.15pm-1.45pm	D & L
	1.45pm-2.15pm	E & K
	2.15pm-2.45pm	F & G
Monday 7th August 2023	10am-10.45am	H & I
	10.45am-11.15am	J, O & Y
	11.15am-12pm	M
	12pm-12.30pm	N & R
	12.30pm-1.15pm	S & Z
	1.15pm-2pm	T, U, V, W & X

If you need more information, or have a query relating to the collection or exchange event, please contact me via email at [a.kelly@portland.outwood.com](mailto:a.kelly@portland.outwood.com). I aim to respond to all emails within 48 hours.

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

Yours sincerely,



Miss A Kelly  
**Learning Manager**