

Dear Parent and Carer

Free Year 7 Starter Uniform Bundle and Data Collection

Firstly, thank you again for choosing Outwood Academy Foxhills as the secondary school for your child, we are looking forward to them joining us in September. I hope my letter finds you and your family safe and well.

I am writing to inform you of the arrangements in relation to how you will be able to obtain your child's **Free Year 7 Starter Uniform Bundle**. Students who will be joining us in Year 7 in September are issued with a free bundle of Outwood uniform, consisting of:

- 1 Blazer
- 2 White shirts / blouses
- 1 Pair black trousers or skirt
- 1 Tie
- 1 Games Jersey
- 1 PE polo top
- 1 PE shorts
- 1 Sports socks

To order your child's bundle please click on the link below:

Boys order form <https://r.l.dotdigital-pages.com/p/4FXV-J79/outwood-boys-ordering-form-year-7-only-2022>

Girls order form <https://r.l.dotdigital-pages.com/p/4FXV-J7B/outwood-east-academies-girls-ordering-form-year-7-only-2022>

N.B: Please complete one order form per child.

To assist you Trutex have produced an online booklet specifically for Outwood Academy Foxhills students. This can be accessed through the link

<https://mail.google.com/mail/u/0/?ogbl#search/trutex+/FMfcgzGmvnzRVCXpmxwjvFZFHncwjdf?projector=1&messagePartId=0.1>

If you are unable to complete this order link, we can assist you please contact us on 01724 708080.

On receiving your order form(s) Trutex check the orders against the list of our Year 7 September starters, which has been provided by the Local Authority, ensuring that we have one order for every child who are expected to start with us. **All orders must be received via this link by Trutex by 22nd May 2022.**

On receipt of the orders, Trutex will sort and name the uniform bundles which will then be delivered to the academy for you to collect. The collection date for Outwood Academy Foxhills for collection is on **Monday 4th July 2022** where you will be given a time slot between 3pm to 5.40pm and the exchange date for uniform that does not fit will be on **Monday 11th July 2022** with time slots available between 3pm to 7pm.

It is requested that only 1 person arrives to collect uniform and only the parent/carer and the child to attend the exchange event. If you cannot attend either event Trutex ask if you can send somebody in your place where required. If you, a relative or friend is collecting or exchanging for multiply students with different surnames use only attend one time slot and collect all uniform required. Further information will be shared with you nearer these dates providing you with an appointment time for you to collect/exchange.

Please be aware that this process will only be for the order of your free uniform bundle and any additional uniform that you wish to buy will need to be purchased direct from Trutex online as there is not any uniform available to purchase from the school.

In order to start the 'process' of transition we need you to provide us with information regarding your child. Completing the data capture form should take no longer than 10 minutes. You will be required at the start of the form to enter your child's OGAT Student Reference Number, which can be found below, to enable us to verify your identity. The form will take you through a series of questions. While possible to complete on a mobile phone, it would be advisable to access the form on a tablet or computer.

Data Collection

To access the data collection form, please visit <https://forms.gle/UCYrbhyYWcDakjVB8>

Your child's OGAT Student Reference Number is available from the Academy if you have misplaced it

Please ensure you complete all sections of the form and do so by **22nd May 2022**. If you don't have access to the internet, please contact the school via enquiries@foxhills.outwood.com, via the contact form on the website:

www.foxhills.outwood.com/contact or by telephone to request support in completing this form.

In addition to our website we will also be sharing information on our social media site @OutwoodFoxhills and if you have more pressing queries you can contact our Transition Lead by email to enquiries@foxhills.outwood.com or via the contact form on our website: www.foxhills.outwood.com/contact.

We are striving to provide the very best transition experience for your child so that they are confident and prepared to begin their secondary education. We will provide the information and resources you need to ensure a smooth transition and will keep you updated through a variety of platforms throughout the process.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Tracy Motson', is positioned above the printed name.

Tracy Motson
Head of School