



5 May 2020

Dear Parents/Carers

We are very much aware that students are rapidly growing out of their current uniform, therefore we are now taking orders for uniform that your son/daughter will require when s/he returns to school.

Due to the current situation, I am requesting that all orders are placed by email to jo.winterbourne@theoxfordacademy.org.uk no later than **Friday 15th May 2020**.

Payment for uniform can be made in two ways, either by bank transfer using the details below or by cash when the uniform is collected from school.

Sort code: 20-65-46
Account number: 53775429
Reference: Uniform and your child's name

For your convenience there is an order form attached which lists all items of uniform including sizes and prices.

When you send me an email to place an order, please can you include the following:

- Child's name
- Item of uniform
- Quantity
- Size of uniform
- Confirm how paying, either by bank transfer or cash on return

Please ensure the orders are returned by the requested date as this will guarantee the items being delivered on time.

Once orders are processed they will be ready for collection at The Oxford Academy once the school has re-opened. Further information to follow in due course.

Kind regards

Joanna Winterbourne
Student Welfare Manager