

Dear Parent/Carer,

Loan Ties

We have experienced an increase in students borrowing ties from the Student Information Desk (SID) without returning these which obviously incurs additional costs to the academy that we need to look to reduce.

We have now introduced a scheme at the SID, where your child can 'borrow' a Loan tie from the academy's stock which differs in appearance slightly from the normal school uniform tie. The academy stock is identifiable as follows:-

Logo at the front of the tie



Numbered at the back



If students do misplace, forget or break their ties, they will not be sanctioned for this and they can borrow a Loan tie from our academy stock held in SID but **this must be returned to SID by the end of the school day or until you source a replacement tie.** Upon borrowing the tie, your child's information will be logged against the numbered tie they have borrowed and retained on a central database until this is returned.

If the tie is not returned on the same day, parents will receive a phone call to advise them of this and we would ask you to work with us to ensure your child returns this asap.

Charges to iPay

Should the academy Loan tie be lost or not returned **within 2 weeks**, then unfortunately we will have to apply a charge of **£6** to your iPay account to recover the costs to the academy.

Replacement ties

If you need to purchase a new tie, you can do so either via directly from Truetex at <https://www.trutex.com/> or for a quicker more cost effective way you can order and pay for a new tie via iPay. Please see the instructions on how to register for iPay and order items here - <https://www.city.outwood.com/posts/7228>. Once the payment has been received, your child can collect their tie from SID.

Many thanks for your cooperation.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'L. Ashton', written in a cursive style.

Miss Louise Ashton

Principal PA & Office Manager