



Headteacher: Mr D Hampson M.Sc, B.Sc, SLE, NPQH

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Dear Parent/ Carer,

The Alder Grange PE kit can be purchased through Official kit. An order form is attached to this letter or can be found on the school website. Once the order form is completed it can be sent in to the PE department (within school) or direct to official kit. Alternatively it can be emailed to sales@officialkit.co.uk. Please ensure ALL contact details, including your email address **are clear** so that you can receive the necessary correspondences from official kit.

Once the order form is received an invoice will be sent with an on-line payment link for paying by VISA or MASTERCARD. Cheques can be sent directly to official kit or sent in to the PE department alongside the order form (in a sealed envelope); remember to put your son/daughters name on the back and your contact details. Orders will only be produced once payment is cleared, either by on-line card process or by cheque.

The kit will be sent directly to school (allow 3-4 weeks).

I hope this information helps and answers all your questions.

Yours sincerely,

V Holland

Mrs Holland

Curriculum Leader PE