



Our Ref: ewa/mco

20 April 2017

Dear Parents/Carers

### **Year 11 Graduation Hoody**

There is an opportunity for Year 11 students to buy "Graduation Hoodies" as a fantastic memento of their time at Ark Helenswood which they can wear and keep for years to come! These will be ordered from Superstitch, our uniform providers. If you would like to order one, please fill out the slip at the end of this letter. The hoodies will be distributed at the Moving On Assembly on Thursday 29<sup>th</sup> June 2017.

As part of the design, names of the whole year group are included in the shape of a 17 on the back of the hoody. Your daughter will have the opportunity to check the spelling of her name and how they want it to appear in this shape. The cost of the hoody is £18.00.

When completing the slip, please ensure you are happy with the size and colour as the company are unable to replace hoodies on the basis of an incorrect size and colour selected by an individual. Nicknames can be added to the back of each hoody if required, these are an additional £2.

There is a colour chart in the Upper School office for your daughter to look at. The front and back designs will be printed in white ink on all hoodies except white, in which case the print will be in navy blue ink.

Approximate sizes are as follows:-

Small: 34" - 36"  
Medium: 38" - 40"  
Large: 42" - 44"  
X-Large: 46"- 48"

Payment should be made online via your Parentpay account. If you have forgotten your username please ring the Upper School office. If you are unable to pay online – payment can be made by cheque or cash (cheque made payable to Helenswood Academy) but must be in a named envelope and put into the payment box in the Upper School Office. A receipt of payment will be issued from our Finance Department. All those wishing to order




**PRINCIPAL: Tracy Dohel**

please do so by **Friday 26<sup>th</sup> May 2017**. Any orders for hoodies given in after this time will **not be processed**.

If your daughter has any questions please do not hesitate to ask.

Many thanks

Yours faithfully



Mrs E Walker  
**Head of Year 11**

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**Year 11 Graduation Hoody Class of 2017**

Name: ..... Form: .....

Colour: ..... Size: .....

Nickname (optional) YES/NO (delete as necessary) (additional £2 each)

Nickname as you want it to appear on back of Hoody .....

I have paid £ ..... (please state amount) online

I enclose £ ..... cash/cheque (please state amount)

Signed: ..... Parent/Carer