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4th February 2021

Dear Parent/Carer

TNHA 2021 LEAVERS' HOODY: COVID19 UPDATE

On the 12th October 2020 I wrote to you offering you and your child in Year 11 the opportunity to purchase a 'Class of 2021 Leavers' Hoody'. The deadline of midnight on the 15th March 2021 is rapidly approaching and there has been some understandable uncertainty about whether the order is still being processed. I would like to take the opportunity today to confirm what I have stated in conversations with some of our students; that the company we are placing our order with – Fizz Hoodies – plan to continue the order, with no alteration in price or deadline date. The only stipulation they have is that the order must be greater than 50 hoodies, if we do not reach that amount, I will contact you again and offer a full refund, though this has not happened in the three years I have managed the order.

Although we remain keen to offer your child the opportunity to order a Leavers' Hoody, there are some changes in the requirements as to how we can ensure your child gets the correct colour, sizing and (if they wish) nickname on the back. I have attached the original letter for your reference on sizing and cost, but instructions on how to order have now changed to the below. If you or your child has already placed an order, this is not affected by this change and the order will continue, though if you are uncertain, I invite you to email me at the below address for clarification, which I will be happy to provide.

Updated instructions for ordering: Please email me at: s.nash@tnha.org.uk with all of the following information:

- i. Your child's forename and surname
- ii. Your child's preferred colour (chosen from the attached colour choices)
- iii. Your child's preferred size (see original letter for sizing)
- iv. Whether your child wishes to include a nickname on the back of their hoody and, if so, what it should be, this will be case-sensitive and should be written **exactly** as it should appear
- v. A short confirmation that you have paid the relevant amount onto school money; either £22.00 for the hoody on its own or £26.00 for the addition of a personalised nickname. This short sentence can be used for convenience:
- vi. *I confirm payment has been made via school money of £22.00/£26.00 (delete as needed).*

You will receive a short confirmation email when I have processed your order, however please note that your order is not valid without payment to school money of the relevant amount before midnight on the 15th March 2021. If you have any questions or concerns, please do not hesitate to contact me.

Yours faithfully

Mr Spencer Nash
Head of Key Stage 4

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'the best that we can be'

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