



Notley High School & Braintree Sixth Form

Headteacher: David Conway MA MBA



8 November 2019

Dear Parents/Carers

Clearance PE Kit for Sale

We have a supply of clearance PE kit for sale, at a reduced price, available on a first come, first served basis. The items for sale are a fleece ¼ zip and a polo shirt, sizing indicated in the table below.

Type	Size
Fleece ¼ zip	22/24
Fleece ¼ zip	26/28
Fleece ¼ zip	30/32
Fleece ¼ zip	32/34
Fleece ¼ zip	34/36
Fleece ¼ zip	38/40
Fleece ¼ zip	42/44
Fleece ¼ zip	46/48



Type	Size
Polo T-shirt	22/24
Polo T-shirt	26/28
Polo T-shirt	30/32
Polo T-shirt	32/34
Polo T-shirt	34/36
Polo T-shirt	38/40
Polo T-shirt	46/48



If you would like to place an order for any of these items, please can you complete and return the reply slip to Ms Thomson, via Student Services, indicating whether you would like to pay by cheque, payable to North Essex Multi Academy Trust, or indicating that you would like us to set up the payment for the full amount via ParentPay.

We will confirm your order to you as soon as possible. If you would like to pay by cheque, we will then ask for your payment by return. If you would like to pay by ParentPay, we will then ask for you to make your payment within three working days. Once payment has been received, the items will then be available for your collection from our Campus Reception.

Yours faithfully

Mr P Griffiths
Chief Finance Officer

"Working together, achieving together"

Notley High School & Braintree Sixth Form, Notley Road, Braintree, Essex CM7 1WY

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Notley High School & Braintree Sixth Form is an academy within the North Essex Multi-Academy Trust and a company limited by guarantee registered in England & Wales (company number 7687474). Registered office as above.



To: Ms Thomson, Head of Communications, Administration & Governance Professional Services

Clearance PE Kit for Sale

Student Name: Tutor Group

I have indicated below, the items that I would like to order.

I would like to pay the full amount by cheque, once my order has been confirmed*

Please set up the facility for me to pay the full amount by ParentPay, once my order has been confirmed*

**Please delete as appropriate*

Type	Size	Number required	Price per item	Amount due
Fleece ¼ zip	22/24		£15	£
Fleece ¼ zip	26/28		£15	£
Fleece ¼ zip	30/32		£15	£
Fleece ¼ zip	32/34		£15	£
Fleece ¼ zip	34/36		£15	£
Fleece ¼ zip	38/40		£15	£
Fleece ¼ zip	42/44		£15	£
Fleece ¼ zip	46/48		£15	£
Sub total due				£

Type	Size	Number required	Price per item	Amount due
Polo T-shirt	22/24		£10	£
Polo T-shirt	26/28		£10	£
Polo T-shirt	30/32		£10	£
Polo T-shirt	32/34		£10	£
Polo T-shirt	34/36		£10	£
Polo T-shirt	38/40		£10	£
Polo T-shirt	46/48		£10	£
Sub total due				

Full amount due		£
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Signed parent/carerdate

Name in full:

Email address:

Daytime telephone number: