



MTA/SB
October 2009

Dear Parent / Guardian

As from Tuesday 3rd November 2009 students attending the College must wear the winter uniform. The uniform is listed below.

College Uniform Winter

College uniform must be worn each day to College. The uniform is:-

BOYS

Navy or Black Single Breasted Blazer with College Badge or College Jumper with Badge
White shirt and College **Clip on Tie**
Charcoal Grey, Navy or Black Trousers
White, Grey, Navy or Black Socks
Sensible Brown, Grey, Black or Navy Shoes
(Gym/Training Shoes or Work Boots are **not** allowed)

GIRLS

Navy or Black Single Breasted Blazer with College Badge or College Jumper with Badge
White blouse and College **Clip on Tie**
Navy or Black Skirt (reasonable length) or Navy or Black Trousers
Plain Tights or White, Grey or Navy Knee Length or Short Socks
Sensible Brown, Grey, Black or Navy Shoes
(Gym/Training/High Heels Shoes/Flip Flops or Work Boots **not** allowed)

As from Tuesday 3rd November 2009 until Monday 19th April 2010 students are no longer permitted to wear the College Polo shirt.

Students must exchange their tie up tie for a clip on version for free in student reception before they return to College on the 3rd November.

If a student arrives in College without the correct uniform the following procedures will be followed. Students in Years 7 & 8 will be sent with a note to the Student Reception by their Tutor to contact parents to arrange for the missing item to be brought into College. If this is not possible the student will return to their Tutor base and spend the day with the Tutor. Students in Year 9, 10 & 11 will be sent home to collect the uniform. The College assumes that all students have full uniform and it is the student who has chosen not to wear it to College. There are times when circumstances do not allow uniform to be worn and the College is sympathetic toward this, parents are asked to write to the Tutor to explain. Students will be expected to wear uniform correctly particularly the tie.

There are occasions when parents need to discuss issues relating to their son / daughter's education and we welcome parents into the College as it is vital that we work together. The first point of contact for parents is the Head of House / Head of Year and we would ask that you contact the school to make an appointment. When parents arrive at Student Reception without an appointment it is not always possible to speak with the relevant Head of House / Head of Year because of their teaching commitments.

Staff Training Days The College has changed one of the training days from Monday 7th December 2009 to Monday 2nd November 2009.

I would like to thank parents for their support throughout this last half term in helping maintain a high standard of College uniform. If you have any concerns or would like to discuss these procedures please do not hesitate to contact me at College.

Yours faithfully

M Tarr
Director of Student Services & Support

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