

16<sup>th</sup> July 2020

Dear Parent/Carer,

We are writing to inform you about the arrangements we have made for you to be able to collect the uniform bundle that you have previously ordered for your child.

Uniform collection will take place on Monday 27<sup>th</sup> July 2020, and is divided into two sessions.

**11am – 1pm – Boys' Uniform Collection.**

**1pm - 3pm – Girl's Uniform Collection.**

To aid social distancing requirements, we are asking you to book a time slot, (see separate document for guidance on how to do this) and ensure that you arrive during this time, so we do not get a lot of people arriving all at once. We are asking that families only send 1 person to collect the uniform bundles. Unfortunately we are unable to offer an opportunity to try items on at this event, but you will be able to go home and ask your child to try on the uniform. If any of the items are incorrect or do not fit, then there will be the opportunity the next day (Tuesday 28<sup>th</sup> July 2020) to return and exchange.

**On Monday 27<sup>th</sup> July 2020:**

When you arrive at Outwood Academy Ripon at your designated time, you will need to park in the bus park. A member of staff will be present to direct you into the school grounds via the bus park gates.

The uniform collection points will be clearly marked and there will be other staff to direct you and assist you with social distancing guidelines. The Hub will have one door for entry and one door for exit.

You will be seen individually at one of the two uniform collection desks in our Hub, where a member of Trutex staff will give you your uniform bundle.

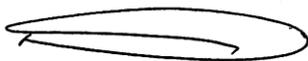
Please remember to adhere to social distancing guidelines at all times.

**On Tuesday 28<sup>th</sup> July 2020:**

If you need to return and exchange an item please attend during the same time slot and enter the school again via the bus park gates, where you will be directed to the Hub.

The following pages provide support for how you book an appointment.

Yours Sincerely,



Nathalie Tarplee

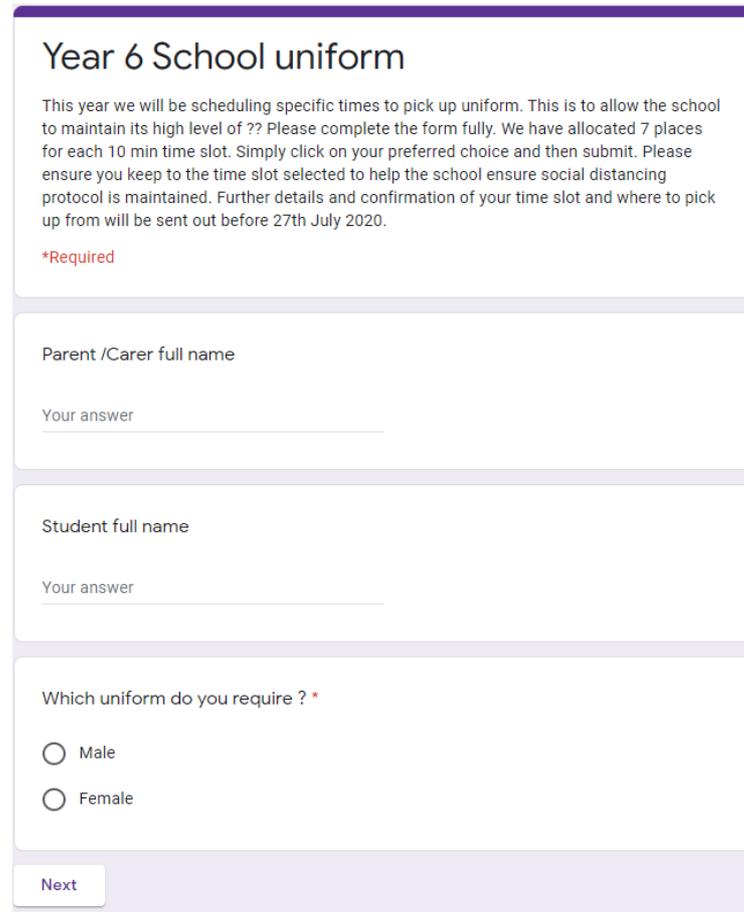
Inclusion Coordinator

## **Uniform Collection - Booking a Time Slot**

Please access the google form to book a time slot here:

<https://forms.gle/yrFKd2xgXvej5Y7AA>

The first page looks like this:



The screenshot shows the first page of a Google Form. The title is "Year 6 School uniform". Below the title is a paragraph of text: "This year we will be scheduling specific times to pick up uniform. This is to allow the school to maintain its high level of ?? Please complete the form fully. We have allocated 7 places for each 10 min time slot. Simply click on your preferred choice and then submit. Please ensure you keep to the time slot selected to help the school ensure social distancing protocol is maintained. Further details and confirmation of your time slot and where to pick up from will be sent out before 27th July 2020." Below this text is a red asterisk and the word "Required". The form has three input fields: "Parent /Carer full name", "Student full name", and "Which uniform do you require ? \*". The "Which uniform do you require ? \*" field has two radio button options: "Male" and "Female". At the bottom left of the form is a "Next" button.

Complete page one and click 'next'.

On the second page, we ask you to select a time slot that is convenient for you:

**Male uniform pick up times**

Below are allocated times to pick up uniform. Whilst maintaining government safety guidelines we can allow 7 pick ups during each session. When all 7 have been requested this time slot will no longer be available. Please locate your preferred time click on it. Then select a time slot. If there are no time slots please select a different time.

Available times \*

- 11:00
- 11:10
- 11:20
- 11:30
- 11:40
- 11:50
- 12:00
- 12:10
- 12:20
- 12:30
- 12:40
- 12:50

[Back](#) [Next](#)

Please select the time you require and click 'next'. If you have made a mistake on the first page (e.g: selected 'male uniform' instead of 'girls uniform', then click 'Back'.)

On Page 3, there are seven slots per allocated time – please select any of the ones listed, and click 'submit'.

**Year 6 School uniform**

**11:00**

Select a time slot

- Time slot 1
- Time slot 3
- Time slot 4
- Time slot 5
- Time slot 6
- Time slot 7

[Back](#) [Submit](#)

Congratulations! You have now booked a time slot for uniform collection. Please record this and ensure you arrive at the time you have selected.

## Year 6 School uniform

Your response has been recorded.

[Submit another response](#)

**Please do not submit another response, as there are only enough time slots for everyone to book once. If you have made an error, please contact 01765 604564 or email [enquiries@ripon.outwood.com](mailto:enquiries@ripon.outwood.com)**

