



Headteacher : Dr Simon Letman BA, MA, EdD
Deputy Head : Nicola Shelley

7th March 2017

Dear Parent/Carer,

'Hoodies' and Yearbooks

Students in Year 11 have expressed a wish to produce leavers' 'hoodies' bearing the names of all of this year's students and a 'Yearbook' which would contain pen portraits of leavers together with photographs and features of memorable events during their time at Holbrook. We have produced hoodies for a number of years now, but a Yearbook would be a new venture for us.

The students have looked at a number of products on the market and have selected their preferred option. We are confident that a sufficient number of Year 11 students would commit to the purchase of a hoodie, but we are slightly less certain about the Yearbook, despite the assurances of the students themselves.

The combined cost of the two items is in the region of £30-£35. This is a significant reduction on the separate cost of each item. The cost of the hoodie only is in the region of £20-£25 and of the Yearbook only in the region of £18.

In order to commit to an order for both products with the students' preferred company, the Academy would need to ask for payment in advance. Should fewer than 90 students make a commitment to both products then we would not be able to proceed with an order. There is an option to have a hoodie only or a Yearbook only. A minimum number of 90 will need to apply to those who wish to have the Yearbook only, but a minimum number for the hoodie will not be applied.

The way this arrangement would need to work in practice would be that if the two products are required, parents should send in a cheque for the full amount of £35 and the cheques would be held until the target of 90 had been reached. If the target is not reached then the cheque will be returned. If a hoodie only is required then a cheque for £25 should be sent or a cheque for £18 for a Yearbook only. Again, cheques would be returned if the minimum number of Yearbooks is not achieved.

Please discuss the options available with your son/daughter and then complete and return the attached reply slip **no later than Wednesday, 15th March**, enclosing a cheque for the relevant amount.

Yours sincerely

Dr Simon Letman

Year 11 'Hoodies' and Yearbooks

Name of Student: Form:

Please tick the relevant box and return with the appropriate payment:-

Hoodie and Yearbook (£35.00)	
Hoodie only (£25.00)	
Year Book only (£18.00)	
Payment enclosed (cheque payable to Holbrook Academy)	£

Signed: Parent / Carer

Please complete and return by Thursday 15th March 2017.