



7 March 2017

Dear Parent/Carer

As your son/daughter is soon to finish his/her Year 11 studies many students have expressed an interest in buying a leavers' sweatshirt. A design and style has been selected. The estimated cost of the jumper (based on an order of 100) will be £17.00 with an additional charge of £3.00 if they would like to personalise the jumper on the back with their name instead of the generic "Leavers". The size, styles and colours are available to view on the following website:

<http://www.promotional-store.com/referredproduct.aspx?id=3726>

If your son or daughter would like to order a sweatshirt please return the order form below, together with £17.00 or £20.00 as appropriate, to the Finance Office by **Monday 20 March 2017**. Students can purchase more than one sweatshirt if they wish.

Yours sincerely

Mrs E Hale
Head of Year 11

To: Finance Office, St Martin's School, Hanging Hill Lane, Brentwood, Essex CM13 2HG

Student's name: _____ Form: _____

SIZE:		TOTAL COST
COLOUR:		£17.00
PERSONALISED NAME: (print clearly)		£20.00

I enclose the sum of £17.00/£20.00 (cheques made payable to St Martin's School)

Signed: _____
(Parent or person with parental responsibility)

Date: _____