

April 2016

Dear Parent,

Welcome to The Albany School, I am certain that you and your child will find the next five years both rewarding and enjoyable.

To assist you in the transition to secondary school, we are providing you with an information pack and a number of documents, some of which must to be completed and returned:

- A: General Consent Form
- B: Student Details of Entry
- C: School Network and Internet Permission Form
- D: Picture Release
- E: Messages via ParentMail PMX
- F: Ethnicity Data Form and Ethnicity Data Collection Form
- G: Biometric Information and Consent Form
- H: Privacy Notice – Data Protection Act 1998

If you have any questions or concerns relating to your child joining us, please leave a message with the main office 01708 441537 or email [office@thealbany.biz](mailto:office@thealbany.biz)

There will be an opportunity for you to meet with staff early in the Autumn Term to discuss how your child has settled into school. You will also be invited to participate in a Parents' Consultative Evening later in the year.

May I remind you that your child's first day is Wednesday 7th September 2016, pupils should arrive in school by 8.30 am and staff will be on hand to assemble them. We look forward to welcoming both you and your child to The Albany.

Yours sincerely,

Adam Thorne  
Head Teacher

## **ATTENDANCE AND HOLIDAYS**

Parents may be aware that, as the result of legislation, schools are required to publish attendance figures on an annual basis which highlight “authorised” and “unauthorised” absences.

**Part of the process of determining an “authorised” absence is the provision of a note signed and dated by the parent detailing absence dates and the reason. It is essential that a parent contacts the Attendance Officer at the School on 01708 441537 extension 130 on the first day of absence and follow up with a letter to the Form Tutor upon a student’s return to School. Failure to do so automatically triggers the “unauthorised” absence process.**

Aside from the legal requirements, there is much evidence to connect poor attendance with poor achievement. Understandably, parents should not send children to school who are ill but some reasons for absence are less valid. It is very difficult for a child to catch up on missed work. **An annual two week holiday equates to fifty hours of missed teaching and puts pupils at a severe disadvantage.**

Please see The London Borough of Havering’s Policy statement below, which The Albany adheres to:

### **Policy Statement from the Local Authority**

**Parental Request for Leave of Absence for their child/children during term time.**

**The Local Authority would expect the Head Teacher of a school or Teacher in Charge of a Pupil Referral Unit NOT to authorise requests for family holidays and leave of absence in term time. The rationale for this expectation is that:**

Absence during term time is potentially detrimental to the education of children and young people.

***Leave of absence is NOT an entitlement.***

***The Head Teacher and Governing Body of a Havering School or Teacher in Charge of a Pupil Referral Unit should therefore determine that NO requests for leave of absence will be authorised.***

If the circumstances of a parental request are **so** exceptional that the Head Teacher, or Teacher in Charge, determines that the request be allowed, the parent will be required to give an expected return date. Exceptional circumstances are rare and will be determined at the discretion of the Head Teacher or Teacher in Charge, who will consult with the LA Education Welfare Officer assigned to the school or pupil referral unit.

If the parent/s of a child/young person takes leave of absence either without seeking permission or where permission has been sought and not agreed, they will be subject to a Fixed Penalty Notice which will be issued by the Education Welfare Service in line with the Havering Code of Conduct (FPN). This will also apply where under an exceptional circumstance the leave of absence has been agreed and the child/young person has failed to return on the agreed date. If the FPN is not paid within the time frame, the LA are obliged to take the matter before the Magistrates, for the offence, as outlined within the Code of Conduct.

## **Supporting the above are the 2006 Pupil Registration Regulations**

We recognise that some parents have holidays dictated to them by employers. In response, we have a system in place. It is the case that any holiday during term time must be applied for by the parent in writing. In accordance with the Leave of Absence Policy, only exceptional cases will be considered according to the individual circumstances of the family concerned. **Only cases of exceptional circumstances will be authorised. If students already have poor attendance (below 96%) the holiday will not be authorised.**

If a family holiday is subject to exceptional circumstances and has to be taken in term time, parents **are required to seek approval for their child's absence.** This should be directed to the House Leader who will give guidance to the Governing Body as to whether it should be approved. In the event of it not being approved, any subsequent holiday will be regarded as unauthorised.

## **Lost Property**

All property **must** be clearly labelled. Any lost property will be held by the School Office. No large sums of money should be brought into school. **Parents are reminded that pupils must take care of their own personal property and that we cannot accept responsibility for any damages or loss on school property.**

## **Lockers**

Lockers are available for hire in school. Pupils will need to use a £1.00 coin to open the locker, this **will be returned at the end of each day. Lockers are not for overnight use and must be emptied at the end of each school day.**

## **Messages to pupils**

**Parents are asked not to telephone the school asking for messages to be passed to individual pupils.** It is extremely difficult for office staff to contact pupils once school is in progress since this disrupts the teaching programme.

Obviously this request would not apply in an emergency situation.

## **Confiscation System**

Jewellery and other inappropriate items, such as electrical goods, will be confiscated and will need to be collected by parents from the school office

### **USEFUL INFORMATION**

#### **(a) Lunches**

We operate a Cashless (ParentMail+Pay) cafeteria using a biometric scan or pupils can bring in a packed lunch. Students are encouraged to keep a bottle of water with them at all times during the school day.

**Pupils are to remain on school premises during lunch times.**

## **(b) Free School Meals**

Parents may be unaware of eligibility for free school meals. If you are in receipt of Income Support or income based (not contribution based) Job Seekers' Allowance, Pension Credit, Employment & Support Allowance (ESA) or Child Tax Credit you may be eligible for school meal support for your children. PLEASE NOTE: those in receipt of Working Tax Credit are not currently entitled to free school meals. If you wish to apply for school meal support, please contact Student Finance, PASC, The Liberty Centre, Romford RM1 3RL - 01708 433929. Alternatively an application form can be obtained from the school office.

**THE NUMBER OF STUDENTS CLAIMING FREE SCHOOL MEALS IS ONE OF THE INDICATIONS USED BY THE GOVERNMENT IN ALLOCATING RESOURCES TO THE SCHOOL. IT IS THEREFORE IN OUR INTERESTS THAT ELIGIBLE PARENTS REGISTER THEIR CLAIM EVEN IF YOUR CHILD DOES NOT INTEND TO USE THEIR ENTITLEMENT**

## **(b) Illness in School**

Any pupil taken ill in school **must** report to the First Aid Officer in the Medical Room. In certain cases parents may be asked to collect their child. **Any serious accident will be notified to parents and if required an ambulance will be sent for. It is therefore imperative that an emergency number or contact is clearly written on the "Details of Entry" form and that the School is provided with updated information as necessary. Attention is drawn to the School's Medicine and Medical Care Policy as detailed below.**

### **Medicine and Medical Care in School**

This policy reflects related legislation and has been approved by the School Governing Body. Prime responsibility for a child's health lies with the parent. There is no legal or contractual duty on school staff to administer medicine or supervise a pupil taking it. The School is equipped with a medical room, basic First Aid Boxes and trained First Aid Staff. It is unlawful for our First Aid Boxes to contain general painkillers and lotions. .

If a pupil is unwell and unable to participate in lessons/activities they will be sent to the First Aid Officer. In the event that the pupil will be unable to return to lessons their parents will be contacted to collect them. The medical room provides a suitable waiting area for such pupils. In an emergency, the school may call the emergency services at the same time as making parental contact. **It is therefore essential that the School has current emergency contact details for each pupil.**

Some pupils have long term medical conditions e.g. asthma. The Government recommends, and the school supports, the practice that such pupils carry with them, and self administer, the medication. However, where the long term medical condition demands that tablet or liquid medicine be taken during school hours, the school offers to retain this with the First Aid Officer for use by the individual pupil. The medication must be delivered to the school **personally** by the parent to confirm parental knowledge and approval.

The medication must be clearly labelled in the **original** prescription box with the following information:

- Pupil's name
- Pupil's tutor group
- Dates covering medication period
- Amount and frequency of dose

It must be emphasised that the onus is on the pupil to consume the correct dosage and frequency. Equally, for such pupils, it is perfectly acceptable for parents to visit school to supervise this.

(e) **Bicycles**

Parents are strongly urged to take out insurance cover for their child's bicycle as neither the School nor the Local Authority can accept responsibility for loss, theft or damage. All bicycles must be padlocked. **Parents are strongly advised to ensure pupils wear a cycle helmet and that bikes are fit for purpose.** It is parents' responsibility to ensure the cycle is in good working order.

**Rules for Pupils Cycling**

All pupils who wish to ride a cycle to school and their parents/guardians should be aware of the following.

1. It is the responsibility of the pupil and parents/guardians to ensure the cycle is kept in a roadworthy condition with appropriate lights when required. We suggest these should be of a type that can be removed and kept by the pupil during the day.
2. **It is strongly recommended that all pupils should wear a helmet for their own safety. It has been shown that in the case of an accident this can reduce injury and save lives.**
3. The school will take no responsibility for the safety and security of the cycle. It is recommended that cycles are privately insured.

Please note there is a lockable cycle area available for pupils to place their cycles. Cycles should be individually locked within this area with locks provided by parents/carers. The cycle area will be locked at the start of the school day and unlocked ready for pupils to collect cycles at the end of the day. We are unable to unlock for access at other times of the day including lunchtime.

(f) **Fire Procedure**

- When the Fire Bell is sounded ALL Students make their way to the Fire Assembly Point in a quick and orderly manner.

**In Classroom** – students should leave ALL belongings in the classroom and follow all instructions outlined by staff and evacuate buildings using the clearest/nearest Fire Exit

**In Playground** – proceed via the quickest route to the Fire Assembly Point.

- At Fire Assembly Points – Students line-up in ALPHABETICAL ORDER within their Tutor Groups – Form Tutors will register STUDENTS.
- ALL students will remain with their Tutor Group until such time as they are dismissed by the Head Teacher

**Fire Evacuation Rules**

- students must proceed to the Fire Assembly Point in a quick and orderly manner – NO RUNNING and NO TALKING – this is essential to allow staff to be heard
- NO TALKING THROUGHOUT an Evacuation.
- Once evacuated students should not re-enter any buildings under ANY CIRCUMSTANCES **until they are told to do so.**

(a) **Times of the School Day**

The School organises its timetable to provide at least 25 hours teaching time per week. A detailed timetable showing lesson and tutorial times is shown below. The timing of lunch may be changed during the period of GCSE public examinations. **Pupils should ARRIVE AT SCHOOL NO LATER than 8.25 am.**

	Monday	Tuesday	Wednesday	Thursday	Friday
Tutor Time	08:35 - 09:00	08:35 - 09:00	08:35 - 09:00	08:35 - 09:00	No tutor time
Period 1	09:00 - 10:00	09:00 - 10:00	09:00 - 10:00	09:00 - 10:00	08:35 - 09:35
Period 2	10:00 - 11:00	10:00 - 11:00	10:00 - 11:00	10:00 - 11:00	09:35 - 10:35
Break	11:00 - 11:25	11:00 - 11:25	11:00 - 11:25	11:00 - 11:25	10:35 - 11:00
Period 3	11:25 - 12:25	11:25 - 12:25	11:25 - 12:25	11:25 - 12:25	11:00 - 12:00
Period 4	12:25 - 13:25	12:25 - 13:25	12:25 - 13:25	12:25 - 13:25	12:00 - 13:00
Lunch	13:25 - 14:00	13:25 - 14:00	13:25 - 14:00	13:25 - 14:00	13:00 - 13:40
Period 5	14:00 - 15:00	14:00 - 15:00	14:00 - 15:00	14:00 - 15:00	13:40 - 14:40

(b) **Term Dates including half term closures. Holidays are not to be taken during term time. School holidays dates are in the school calendar on our website;**

Autumn Term	-	Wednesday 7th September 2016 to Friday 16th December 2016
Spring Term	-	Tuesday 3rd January 2017 to Friday 31st March 2017
Summer Term	-	Tuesday 18th April 2017 to Friday 21st July 2017

**Monday 5th and Tuesday 6th September 2016 – INSET DAYS**  
**Wednesday 7th September 2016 – Year 7 and 11 students only**  
**Thursday 8th September 2016 – Whole school returns**

<b>STUDENT HOLIDAYS</b>	<b>INCLUSIVE DATES</b>
Summer 2016	Monday 18th July 2016 to Tuesday 6th September 2016
Autumn Half Term	Monday 24 <sup>th</sup> October 2016 to Friday 28th October 2016
Christmas	Monday 19th December 2016 to Monday 2nd January 2017
Spring Half Term	Monday 13 <sup>th</sup> February 2017 to Friday 17th February 2017
Easter	Monday 3rd April 2017 to Monday 17th April 2017
May Day	Monday 1st May 2017
Summer Half Term	Monday 29th May 2017 to Friday 2nd June 2017
Summer 2016	Monday 24th July 2017 to Thursday 31st August 2017

5 INSET DAYS are included in the above dates and are as follows;

Monday 5th September and Tuesday 6th September 2016 – 2 days  
 Monday 19th December to Wednesday 21st December 2016 – 3 days

(c) **School Journals**

School journals are given to Year 7 students without charge, any lost or damaged journals must be replaced at student's own cost of £5.00 which is payable via ParentMail+Pay. **All** pupils must have a journal as these contain important information and act as a homework diary.

- (d) Year 7 Point of Contact:
- Aspiration House - aspiration@thealbany.biz
  - Discovery House – discovery@thealbany.biz
  - Enterprise House – enterprise@thealbany.biz
  - Integrity House – integrity@thealbany.biz

(e) **Home-School Agreement**

Schools are required to have a Home – School Agreement and parents are expected to complete the Agreement for September 2016/17. This will be accompanied by other details relating to school expectations and rules.

(f) **Additional Pupil Support Policies - Leadership of Learning Every Child Matters**

The School has an established support system for pupils and individual policy statements are obtainable from the School via written request from parents. Policy statements include those pertaining to anti-bullying strategies, rewards, discipline, links with agencies, attendance and child protection.

(g) **Uniform Grants**

The criteria for uniform grants were changed by Local Government on 1<sup>st</sup> April 2007. The grants will now only be given in very exceptional circumstances for families on low incomes **and** if they have an exceptional need. Each case will be considered individually in line with the criteria as set out below:

- Enforced re-housing and an associated move of school;
- Parent and children in refuge necessitating a change of school;
- Enforced move of school through bullying;
- Exceptional circumstances requiring the replacement of a uniform, e.g. fire damage

A letter from the School's Education Welfare Officer or Social Worker must be supplied with the application form to confirm the exceptional circumstances. Evidence of the appropriate benefit/credit/support must also be provided, i.e.:

- Income Support
- Income-based Job Seeker's Allowance
- Child Tax Credit annual income (as assessed by the Inland Revenue), Pension Guarantee Credit Support by National Asylum Support Service (NASS)
- Asylum Seeker supported by a Local Authority Social Services Department

Any queries/questions should be directed to the Local Authority on 01708 433929.

## SCHOOL UNIFORM

**BOYS:** Plain **dark** outdoor coat  
Plain navy blue blazer with school badge  
Plain dark grey trousers  
Short or long sleeved white school shirt  
Lower School tie – colour according to House  
School V-neck navy blue pullover (long sleeved)  
Black/dark grey socks  
Plain black smart footwear - **PLIMSOLLS OR TRAINERS ARE NOT ALLOWED**

**GIRLS:** Plain **dark** outdoor coat  
Plain navy blue blazer with school badge  
**Plain navy blue box pleated skirt**  
Short or long sleeved white blouse  
Lower School tie – colour according to House group  
Plain white socks  
Tights - flesh, navy blue or black  
School V-necked navy blue pullover/cardigan (long sleeved)  
Plain black smart footwear - **PLIMSOLLS OR TRAINERS ARE NOT ALLOWED**

**BOYS AND GIRLS:** Parents are asked to provide all items of P.E. kit and protective clothing as listed.

### **JEWELLERY, CAPS / HATS, MOBILE PHONES, PERSONAL MUSIC PLAYERS (all types) AND MAKE-UP ARE NOT PERMITTED AND WILL BE CONFISCATED**

Students' uniform and hair should be neat and presentable at all times. Hair should be of a natural colour, i.e. no bright greens, pinks etc. No tram lines or shaved designs are permitted. No eyebrow shavings or additional piercing are permitted. Denim style jackets and hoodies are **NOT** permitted.

Attention is drawn to no jewellery and make-up, and dark colour for outdoor coats. Please do not be swayed by the comment "but everyone else does" – this is not the case. In reasonableness, we acknowledge that accidents can happen (e.g. a lost tie) and uniform becomes incomplete. In such circumstances, a note from the parent explaining the situation and asking the tutor to kindly authorise it, will help everyone to be kept informed. **Jewellery** is not allowed for several reasons – health and safety, risk of loss, distraction from learning etc. **Whilst the School wishes to be reasonable and recognise the fashion of ear piercing, we require parents to arrange for this to be done during the summer holidays to provide sufficient time for the healing process.**

**PHYSICAL EDUCATION CLOTHING REQUIREMENTS**

**BOYS**

**COMPULSORY KIT – must be purchased from Havering School Wear**

**Reversible rugby jersey (navy blue)\***

Navy football socks with white hoops\*

**Navy kiwi rugby shorts**

**White polo shirt – PE department logo with embroidered house ribbon\***

White sport shorts – PE department logo\* White ankle socks (not trainer socks)

Shin pads

Gum shield (recommended)

Trainers (non-marking soles) (compulsory – lace up sports trainers, plimsolls and Converse are not suitable)

**Navy sweatshirt and jogging bottoms with PE department logo\***

Rugby/football boots

**GIRLS – all kit is compulsory and must be purchased from Havering School Wear**

White polo shirt – PE department logo and embroidered House Flash\*

Navy sweatshirt with PE department logo\*

Navy jogging bottoms with PE department logo\*

Navy blue sport shorts - PE department logo\*

Red skort

Navy hockey socks with Red hoops\*

White ankle socks (not trainer socks)

Shin pads

Gum shield (recommended)

Trainers (non-marking soles) (compulsory – lace up sports trainers, plimsolls and Converse are not suitable)

\*INDICATES ITEMS ONLY AVAILABLE FROM HAVERING SCHOOLWEAR

Please note: **WE STRONGLY ADVISE THAT ALL UNIFORM AND PE KIT IS LABELLED WITH YOUR CHILD'S NAME**

**BOYS UNIFORM**

ITEM	SIZE	PRICE	NO. REQ'D
<b>NAVY BLAZER</b> WITH ALBANY LOGO (CHEST SIZE)	29" 30" 31" 32" 33" 34" 35" 36" 37"	£28.00	
	38" 39" 40" 42" 44"	£34.00	
	46" 48"	£36.00	
<b>BOYS WHITE SHIRT</b> TWIN PACK Non iron	13" 13½" 14"	£11.00	
	14½" 15" 15½" 16"	£14.00	
	16½" 17"	£15.00	
<b>TIE (Lower School)</b> Years 7, 8 and 9 with HOUSE STRIPE	One Size	£5.00	
<b>TIE (Upper School)</b> Years 10 and 11 Navy with House Colour A	One Size	£6.75	
<b>CHARCOAL TROUSERS ELASTIC BACK</b> (INDICATE SLIM/STURDY FIT) AGE SIZE	9, 10	£8.00	
	11, 12	£9.00	
<b>CHARCOAL TROUSERS ELASTIC BACK</b> 943 (WAIST SIZE) AVAILABLE IN 3 LEG LENGTHS	UP TO 28"	£14.00	
	29 - 34"	£17.00	
	36 - 40"	£18.00	
<b>CHARCOAL TROUSERS WITH BELT/FIXED WAIST* 957</b> AVAILABLE IN 2 LEG LENGTHS (WAIST SIZE)	UP TO 28"	£14.00	
	29" – 38"	£17.00	
	40" - 42"	£18.00	
<b>CHARCOAL TROUSERS STRAIGHT LEG 959</b> NEW SLIM FIT STRAIGHT LEG TROUSER	UP TO 28"	£14.00	
	29 - 36"	£17.00	
<b>NAVY V NECK JUMPER</b> WITH ALBANY LOGO COTTON RICH  (CHEST SIZE)	30"	£15.50	
	32" 34"	£17.50	
	36"	£19.50	
	38"	£21.50	
	40"	£24.00	
	42" 44"	£26.00	
<b>BLACK/CHARCOAL SOCKS (5 IN PACK)</b>	12½-3½, 4-7	£5.00	
	7-11	£6.00	
<b>TOTAL</b>			£

Visit their website at [www.haveringschoolwear.co.uk](http://www.haveringschoolwear.co.uk)

**BOYS PE KIT**

ITEM	SIZE	PRICE	NO. REQ'D
<b>WHITE PE HOUSE POLO</b> EMBROIDERED SCHOOL LOGO AND HOUSE FLASH (Chest Size)	28" 30" 32"	£8.50	
	34" 36"	£9.00	
	38" 40" 42"	£10.50	
	44" 46"	£11.00	
<b>RUGBY JERSEY</b> (Chest Size)	26"/28"	£16.00	
	30"/32"	£17.00	
	34"/36"	£18.00	
	38"/40"	£22.00	
	42"/44"	£23.00	
	46"/48"	£24.00	
<b>RUGBY SHORTS</b> NAVY (Waist Size)	24" 26" 28"	£10.50	
	30" 32" 34" 36"	£12.00	
	38" 40" 42" 44"	£13.00	
<b>SPORTS SHORTS</b> WHITE WITH LOGO (Waist Size)	22"/24" 26"/28"	£13.00	
	30" 32"	£15.00	
	34" 36" 38"	£16.00	
	40" 42" 44"	£17.00	
<b>SPORTS SOCKS</b> WHITE HOOPS	12/3 4/6	£4.00	
	7/11	£5.00	
<b>NAVY SWEATSHIRT</b> EMBROIDERED SPORTS LOGO AND PRINTED SCHOOL NAME	XXS (11/12) XS (13)	£12.00	
	SML	£14.00	
	MED LGE XL	£16.00	
	2XL 3XL	£17.00	
<b>NAVY TRACK JACKET*</b> EMBROIDERED SPORTS LOGO AND PRINTED SCHOOL NAME (Chest Size)	28" 30" 32"	£22.00	
	34" (XS) 34"/36" (S)	£28.00	
	38"/40" (M) 42"/44" (L)		
	46"/48" (XL)		
<b>NAVY TRACK BOTTOMS*</b> (Waist Size)	24"/26" 26"/28"	£14.00	
	28"/30"	£17.00	
	30"/32" (S) 32"/34" (M)		
	36"/38" (L) 38"/40" (XL)		
<b>SHIN PADS</b>	S M L XL	£8.00	
<b>WHITE TRAINERS</b> (Lace up)	32 – 39	TBA	
	40 - 43	TBA	
<b>TOTAL</b>		<b>£</b>	

*\*You will be advised at a later date if this item is required by your child*

Visit their website at [www.haveringschoolwear.co.uk](http://www.haveringschoolwear.co.uk)

**GIRLS UNIFORM**

ITEM	SIZE	PRICE	NO REQ'D
<b>NAVY BLAZER</b> WITH ALBANY LOGO	29" 30" 31" 32" 33" 34" 35" 36" 37"	£28.00	
	38" 39" 40" 42" 44"	£34.00	
	46" 48"	£36.00	
<b>TIE</b> (Lower School) Years 7, 8 and 9 with HOUSE STRIPE	One Size	£5.00	
<b>TIE</b> (Upper School) Years 10 and 11 Navy with House Colour <b>A</b>	One Size	£6.75	
<b>NAVY BOX PLEATED SKIRT</b> (AGE SIZE)	8/9 9/10	£6.00	
	11/12 13/14	£7.00	
	15/16	£8.00	
	16/17	£9.00	
<b>NAVY TROUSERS*</b> INDICATE LENGTH Short or Regular (WAIST SIZE)	22" 23"	£13.00	
	24" 25" 26" 27"	£14.00	
	28" 30" 32"	£16.00	
	34" 36"	£17.00	
<b>GIRLS WHITE BLOUSE</b> TWIN PACK (CHEST SIZE) Non iron	30" 32" 34" 36"	£11.00	
	38" 40" 42"	£14.00	
	44" 46"	£15.00	
<b>NAVY V NECK JUMPER</b> WITH ALBANY LOGO COTTON RICH  (CHEST SIZE)	30"	£15.50	
	32" 34"	£17.50	
	36"	£19.50	
	38"	£21.50	
	40"	£24.00	
	42" 44"	£26.00	
<b>OPAQUE 70 DENIER TIGHTS</b> INDICATE:BLACK/NAVY (AGE SIZE) <b>OPAQUE 70 DENIER TIGHTS</b> INDICATE:BLACK/NAVY <b>OPAQUE 70 DENIER TIGHTS</b> INDICATE:BLACK/NAVY (LADIES SIZE)	8/10, 11/13	£4.00 TWIN PACK	
	JUNIOR MISS	£4.25 TWIN PACK	
	REGULAR 36/42	£5.25 TWIN PACK	
<b>TOTAL</b>			<b>£</b>

**\*ONLY THESE TROUSERS ARE PERMITTED**

Visit their web site at [www.haveringschoolwear.co.uk](http://www.haveringschoolwear.co.uk)

**GIRLS PE KIT**

ITEM	SIZE	PRICE	NO REQ'D
<b>WHITE PE HOUSE POLO</b> EMBROIDERED SCHOOL LOGO AND HOUSE FLASH (Chest Size)	28" 30" 32"	£8.50	
	34" 36"	£9.00	
	38" 40" 42"	£10.50	
	44" 46"	£11.00	
<b>SPORTS SHORTS</b> NAVY WITH LOGO (Waist Size)	22"/24" 26"/28"	£13.00	
	30" 32"	£15.00	
	34" 36" 38"	£16.00	
	40" 42" 44"	£17.00	
<b>SPORTS SOCKS</b> RED HOOPS	12/3 4/6	£4.00	
	7/11	£5.00	
<b>RED SKORT</b> (LONG ADD £2) (Waist Size)	18"/20" 20"/22" 22"/24" 24"/26"	£13.50	
	26"/28" 28"/30"	£15.50	
	30"/32" 34"/36"	£17.00	
	38"/40"		
	42"/44"	£18.00	
<b>NAVY SWEATSHIRT</b> EMBROIDERED SPORTS LOGO AND PRINTED SCHOOL NAME	XXS (11/12) XS (13)	£12.00	
	SML	£14.00	
	MED LGE XL	£16.00	
	2XL 3XL	£17.00	
<b>NAVY TRACK JACKET*</b> (Chest Size) EMBROIDERED SPORTS LOGO AND PRINTED SCHOOL NAME	28" 30" 32"	£22.00	
	34" (XS) 34"/36" (S) 38"/40" (M) 42"/44" (L) 46"/48" (XL)	£28.00	
<b>NAVY TRACK BOTTOMS*</b> (Waist Size)	24"/26" 26"/28" 28"/30"	£14.00	
	30"/32" (S) 32"/34" (M) 36"/38" (L) 38"/40" (XL)	£17.00	
<b>SHIN PADS</b>	S M L XL	£8.00	
<b>WHITE TRAINERS</b> (Lace up)	32 – 39	£15.00	
	40 - 43	£18.00	
<b>TOTAL</b>		<b>£</b>	

*\*You will be advised if item is required by your child*

Visit their web site at [www.haveringschoolwear.co.uk](http://www.haveringschoolwear.co.uk)