



RE: School Blazer Purchase

Dear Parent/Carers,

I am writing to inform you how you can purchase a school blazer for your child. All blazer purchases are done online through the school, and our aim is to ensure that purchasing and collecting a blazer is a smooth and efficient process. If for any reason you are unable to process payment in this way, please contact us at finance@marlborough.herts.sch.uk

This letter will provide you with the steps you need to take to complete the purchase of your blazer:

1. Please refer to the attached sizing chart to ensure you make the correct choice for your child's blazer. **School blazers cost £26/£27 depending on size required.**
2. Place your order and payment online via your Gateway account (once this has been set up).
3. Collection of blazers will be during the last weeks of August (14th – 25th) between 9am and 2pm daily. **This will be by appointment where possible.** An email with further information will be emailed nearer this time.
4. If an exchange is required please notify us by email at finance@marlborough.herts.sch.uk
Please inform us if you require a smaller or larger size and we will contact you to schedule an appointment, to make the exchange.

The school tie (apart from the year 11 tie) and PE kit are provided by Sportswear International (SWI). You can order these items directly from them using their online portal at www.swischoolwear.co.uk. Please be aware that the last date for ordering items to arrive in time for September is Monday 31st July 2023.

Please find attached an order form from SWI for you to use for sizing guide, and showing full details of how to order items, this information can also be found on the uniform page of the school website <https://www.themarlboroughscienceacademy.co.uk/parents-uniform>.

Any further questions or assistance please do not hesitate to contact us by email at finance@marlborough.herts.sch.uk

Yours faithfully

Sharon Roberts
Finance officer

