

22nd July 2009

Ref:

Dear Ms

Re: - Uniform

All students are required to attend school and college courses in full uniform.

recently twice attended her Hair and Beauty course wearing jeans and boots. This contravenes the code of conduct required by students attending this course. also came into school wearing grey track suit bottoms.

Please ensure that when returns to school on 7th September 2009 that she has full uniform for both school and her college placement.

Thank you for your assistance in this matter.

Yours sincerely

Deputy Headteacher