



# Fort Pitt Grammar School



20 October 2017

Dear Parent / Carer

## Music Polo Shirts

Your daughter is a valued member of a Music group and will need to have a Fort Pitt Music polo shirt as her uniform ready for our next concert on Thursday 14 December, to wear with black trousers.

The polo shirts cost £13 or £15 with the student's name on the back. Your daughter has three options in ordering one of these.

The details are as follows –

Option 1 – order a polo shirt for £13, completing the order form attached

Option 2 – order a polo shirt for £15 having your daughter's name on the back, completing the order form attached

Option 3 – borrow a polo shirt from a bulk supply which the Music Department will keep

Sizes available:

Extra Small, Small, Medium, Large (I have samples of sizes if your daughter wishes to try them on).

I would be grateful if you could complete the attached order form with your daughter's requirements as soon as possible so that we can get the uniform ready for our forthcoming Christmas Concert.

Please complete the attached reply slip and return this together with payment placed in an envelope with your daughter's name, form and event written clearly on the outside. This should be given to the Main Office between 8.10 a.m. and 8.25 a.m. or during morning break by Friday 10 November at the latest. Cheques should be payable to Fort Pitt Grammar School.

Yours faithfully

A handwritten signature in blue ink that reads "King".

**Mrs C King**  
Head of Music

**Headteacher : Nick Watkiss BMus (Hons), NPQH, FRSA, FCoT, PQSI**

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**Please return this order form and payment to the Main Office by Friday 10 November 2017**

NAME OF STUDENT:

YEAR and LEARNING GROUP

Student's email address:

MEMBER OF WHICH MUSIC GROUP?

I wish to order (please tick choice and indicate size)

Option 1 – 1 polo shirt for £13 Size.....

Option 2 – 1 polo shirt for £15 Size..... Name on back .....

Option 3 – borrow a school polo shirt so no money to pay. Size .....

Signed ..... Date .....  
(parent/carer)