



ST ALBANS
SCHOOL

FROM THE DIRECTOR OF SPORT – Mr M J LANGSTON BSc

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Headmaster: Jonathan W J Gillespie MA (Cantab) FRSA

Dear Parent

Naming School Sports Kit

The purchase of School sports equipment is a significant expense for all parents and we are aware of the significant volume of sports clothing that gets lost, borrowed or left behind by the students.

To help significantly reduce the losses and to assist us in repatriating clothing when found, the School have introduced a standardised system for naming all sports kit. This will also help us in lessons to be more clearly aware when a student borrows sports clothing off other students, whether with, or without, their permission.

We hope this will reduce the number of items that go missing and speed up the return of items to their rightful owners.

For pupils joining the School this September this standardised system for the naming of sports kit will be implemented immediately. Although this system will not become a requirement for existing pupils until September 2018, the advantages it will offer mean that parents may wish to adopt it sooner rather than later.

Please find details below of which tapes to buy and instructions on where the tapes are to be positioned.

Yours faithfully

Martin Langston

How to purchase:

Name tape voucher cards can be purchased from St Albans School shop, Aquis Court. These are priced at £15.00 for twenty labels. We unfortunately cannot add these items to your school bill. The school shop accepts cash, debit and credit cards and cheques made payable to Abbey Gateway Enterprises Ltd.

The voucher card will provide a unique code which enables you to place an order online with the supplier. Please visit: <http://www.thenametapecompany.co.uk/>

What to purchase:

Once you have entered your unique voucher code, the following options **must be chosen**:

BACKGROUND COLOUR:

NAVY

LETTERING COLOUR:

YELLOW (NOT AUTUMN YELLOW)

NAME FORMAT:

CAPITAL LETTERS with a full stop and space between your initial and surname i.e.

G. SWEENEY

Pupils with long surnames should abbreviate where necessary.

For example: S. JOHNSON–SMITH should be abbreviated to S. JSMITH

The name tapes will then be delivered to you directly from The Name Tape Company.

Location of Name Tapes on Sports Clothing:

Please sew the tapes in the positioned outlined below:



Under skin (Inside back of neck collar)



House T-shirt



Girls Skort



Cricket jumper



Cricket slip over



Cricket trousers



Cricket shirt



Games socks



Swim shorts



Games shorts



Games shirt



PE short



PE Polo



Track top



Track pants



Mid Layer

Additional Information:

Should you wish to use a name tape sewing service, please find below details of a local company:

Stitch To Fit

58 Holywell Hill
St Albans
Hertfordshire
AL1 1BX
01727 530029

£22.00 for sewn name tapes.

Dry cleaning companies may also offer a similar service.

St Albans School will not be involved in collecting sports kit. Items should be delivered directly.

St Albans School does not accept any responsibility for damage that may be caused to garments during the name tape sewing service