



Winter Kilt Uniform Committee

15 February 2018

Dear Parents/Caregivers

As part of the Craighead School uniform your daughter will require a winter kilt.

The Craighead Uniform Committee shop will have a range of winter kilts on site for sizing.

To order a new kilt, or if your daughter's existing kilt requires an alteration:

Our uniform shop will be open on **Tuesday 6 March** for students who have submitted the attached form requiring a new kilt or an alteration. Those students will be rostered from class on this day to attend a fitting or to discuss an alteration. On hand will be seamstress Donna Adams from **Uniform4U** to assist the students. **Please note:** If your daughter's kilt is requiring an alteration she will need to bring the kilt along on this day, Tuesday 6 March.

After Tuesday 6 March, the new kilt order forms, along with kilts to be altered with their appropriate forms, will be sent away to the kiltmakers.

New kilts: These will be returned direct to Craighead. All new kilts will arrive unhemmed. Over the years it has been proven best to hem the kilt closer to the winter uniform change over date. At an appointed time the Uniform Committee will invite your daughter to the Uniform shop to be measured in her new kilt for hemming. Our seamstress, Donna will take the kilts, hem them and return them direct to Craighead. When they are ready for collection we will send out an email advising families of this.

Payment for a new kilt is made upon collection. The cost of a new kilt is \$400.00 plus \$25.00 for hemming. The Uniform Shop has Eftpos, cash and cheque facilities. Unfortunately, this cost cannot be charged to your school account. We apologise if this causes you any inconvenience.

Kilts for Alteration: These will be returned direct to Craighead. We envisage that the alterations will be a quicker process than the newly made kilts. Upon arrival someone from the Uniform Committee will contact you to advise your daughter's altered kilt is ready for collection and of the invoice amount. Payment for a kilt with alterations is made upon collection. The Uniform Shop has Eftpos, cash and cheque facilities. Unfortunately, this cost cannot be charged to your school account. We apologise if this causes you any inconvenience.

Please find the order form for either a new kilt or an alteration attached. **This needs to be completed and handed in by FRIDAY 23 FEBRUARY (a week from today)** You can email order forms to admin@craighead.school.nz or print them out and hand them into the school office. If you have any queries please contact me at uniform@craighead.school.nz

Yours faithfully

Lara Hearn
Chairperson
Craighead Uniform Committee

Craighead Winter Kilt : New Kilt Order and Alteration Request Form

Please supply my daughter with a **NEW** Craighead Winter Kilt

Student Name: Year :

Uniform Committee to complete

Size: or Waist cm Seat cm Length cm Pocket

Please **ALTER AN EXISTING KILT** for my daughter:

Student Name: Year:

Alterations required:.....

.....

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Uniform Committee to complete

Any further alteration notes

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Parent/Caregiver contact details:

Name: Email:

Phone: Mobile:

Please return this form to Craighead by FRIDAY 23 FEBRUARY.