

Our Ref: SJB

Thursday 2<sup>nd</sup> October 2025

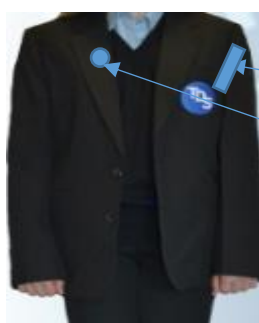
Dear Parent/ Guardian,

### Re: House Badge

As part of the school uniform, all students in Year 7 will be given a house badge by their tutor over the course of the next week. Students must ensure they place these safely in their pocket when they receive them so they don't lose them. The badges will need to be attached to blazers by **Friday 10<sup>th</sup> October**. This letter includes instructions about how to attach the house badge to the blazer. Please, ensure that you read the step-by-step instructions below, before attempting to attach the house badge to the school blazer. They are iron-on badges.

#### **Instructions on how to attach the new house badge to the blazer using an iron:**

- Step 1: Set your hand iron at the 'cotton' temperature setting. **DO NOT USE STEAM DURING APPLICATION!**
- Step 2: Place your applique or embroidered patch on the lapel of the blazer as shown in the photograph and place a pressing cloth (such as a tea towel, sheet or cotton pillowcase) over the top. **THIS IS ESSENTIAL OR THE BLAZER COULD BURN**
- Step 3: Press the iron straight down for 35-45 seconds with as much constant pressure as possible. **DO NOT GO BACK AND FORTH OVER THE BADGE.**
- Step 4: Turn the lapel over and repeat steps 2 & 3.
- Step 5: Allow the iron-on badge to cool down.



Position of year flash

Position of house badge

Thank you for your continued support.

Yours faithfully,

**Senior Assistant Principal**

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