



Important Notice Re Royal Mail Postage

Please ensure that you pay the correct postage when submitting your Supplementary Form.

If there is insufficient postage on your envelope, your Supplementary Form **will not** be delivered to the school and will result in Royal Mail returning your form to you after 18 calendar days (if the sender's address is clearly visible) or disposed of.

Please check the below envelope size and pricing costs:

 Letter	Letter – 85p Max length: 24cm Max width: 16.5cm Max thickness: 0.5cm Max weight: 100g
 Large Letter	Large Letter – £1.29 Max length: 35.3cm Max width: 25cm Max thickness: 2.5cm Max weight: 100g

It is the responsibility of the parent/guardian to ensure that the postage is correct.