

3<sup>rd</sup> December 2020

Dear Parent / Guardian,

I am pleased to let you know that Sustrans will be having a sale of cycling equipment (helmets, locks and bells) for St Monica's school during the week commencing Monday 7<sup>th</sup> December. Orders can be placed using the order form until the end of the week (11<sup>th</sup> December).

Sustrans are able to source items at **cost price** from our supplier, and we can pass this saving on to our Bike It schools. Prices are less than half the price you would pay in shops and all the equipment is of a very good standard (and passes all safety standards where applicable).

Questions about available items can be asked at an online coffee morning on Thursday 10<sup>th</sup> December from 10am-11am. This meeting will take place on Microsoft Teams. Please email [laura.ritchie@sustrans.org.uk](mailto:laura.ritchie@sustrans.org.uk) by Wednesday 9<sup>th</sup> December, if you would like to be added to the meeting invite.

To make an order, please return your completed order form to [laura.ritchie@sustrans.org.uk](mailto:laura.ritchie@sustrans.org.uk) and I will be in touch to take an online payment. Once online payment has been taken, the kit will then be sent directly to the school for you to collect.

Best wishes,

**Laura Ritchie-Roberts**

**Bike it Plus Officer**