



15th June 2017

Dear Parent/Carer,

**Summer 2017
Uniform Ordering Procedure**

We are writing to advise you of the uniform order process for Summer 2017.

This year we are asking parents to place their order via ParentPay. You should already have ParentPay log in details for your children in Years 7-10 and for Year 6 parents the log in details were sent out in the May mailshot. **All orders must be placed on ParentPay by Wednesday 16th August.**

If you do wish to pay by cash, you can download an order form from the school website and return it to the school reception with **cash payment only, no later than Tuesday 25th July.**

These pre-paid orders will then be available for **COLLECTION ONLY**, on the following dates:

Wednesday, 30th August between 9am-1pm

Thursday, 31st August between 9am-1pm

There can be **NO** trying on of the uniform on these 2 days and there will be no facility to purchase extra uniform at the time of collection.

If you do not have ParentPay login details, these can be requested by emailing awelch@willingdonschool.org.uk before the end of the Summer term Thursday, 20th July.

PLEASE NOTE – Uniform will not be available to purchase at any other time during the holiday period, or on the Inset Day of 4th September. It is therefore, advisable to purchase all uniform by the end of the Summer term Thursday 20th July.

Yours faithfully,

Miss S Rogers
Headteacher's PA