

Dear Parent/Carer,

Summer 2022 - Uniform Ordering Procedure

We are writing to advise you of the uniform order process for Summer 2022.

We are asking Parents again 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 have already been sent to you. **All pre-paid orders must be placed on ParentPay by Monday, 22nd August 2022. Please note we do not take debit cards.**

If you wish to collect your child's order **before the end of the summer term**, all pre-paid orders must be placed on ParentPay by Tuesday, 19th July 2022.

For any orders placed between Wednesday, 20th July and Monday, 22nd August, we will make these orders up ASAP and we will email you when your order is ready and arrange a day for you to collect your order from school on the following dates ONLY.

Friday, 29th July between 9am - 1pm

Friday, 5th August between 9am - 1pm

Wednesday, 24th August between 9am - 3pm

Friday, 26th August between 9am – 3pm

Wednesday, 31st August between 9am – 3pm

Please note any orders placed after the 26th August cannot be guaranteed to be ready for collection before the beginning of the new term.

Due to the current COVID19 guidelines there will not be the facility to try on uniform in school, so you would need to email us via uniform@willingdonschool.org.uk if you subsequently needed to make a return or exchange. After the end of the summer term, you will only be able to make exchanges or returns on the above dates. There will also be no facility to purchase extra uniform at the time of collection as all orders must be placed on ParentPay. If you do have a return it must be returned to school before the end of August. Any orders placed after the 1st September and needing a return or exchange must be returned within 30 days.

If you do not have ParentPay login details, these can be requested by emailing agwilliam@willingdonschool.org.uk by Monday, 18th July.

PLEASE NOTE – Uniform will not be available to purchase/try on at any other time during the holiday period or on our Inset Day of 1st September. It is therefore advisable to order and collect your uniform in plenty of time before the end of the summer term, in case exchanges are required.

If you need to return any items for an exchange, please ensure you return the item in its original condition, complete with tags attached and with the bag, so we are able to resell the item.

Yours faithfully,

Miss S Rogers
Headteacher's PA

Willingdon
Community School
Headteacher:
Mrs E. May



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