

Dear Parent/Carer,

Summer 2026 - Uniform Ordering Procedure

We are writing to advise you of the order processes for Summer 2026.

We are asking Parents to place their uniform 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 are being sent with this letter. **Please note we do not take debit/credit cards.**

If you wish to collect your child's order **before the end of the school summer term**, all pre-paid orders must be placed on ParentPay by **Monday, 20th July 2026**. **We will email you when your order is ready for collection. Please collect your orders ASAP in case of any returns.**

For any late orders placed during the summer break we will make these orders up ASAP and we will email you when your order is ready and you can collect your order from school on the following holiday dates ONLY.

Friday, 24 th July between 9am - 1pm	Friday, 28 th August between 9am – 1pm
Friday, 31 st July between 11am-2pm	Tuesday, 1 st September between 9am – 1pm

Please note any orders placed after the 28th August cannot be guaranteed to be ready for collection before the beginning of the new term in September. Also, any late orders placed in the first week back to school in September, cannot be guaranteed to be ready for collection that first week back.

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 school 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, 20th 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 on the 2nd 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.

If you have ordered a calculator, this can be collected with the uniform order. Phone pouches ordered for the new Year 7s, will be handed out on the first day in coaching time. Maths sets ordered will be handed out in the first Maths lesson.

Yours faithfully,

Mrs S Tomalin
Headteacher's PA

Willingdon
Community School
Headteacher:
Mrs E. May

Broad Road
Lower Willingdon
Eastbourne
East Sussex BN20 9QX

T 01323 485254
E office@willingdonschool.org.uk
W willingdonschool.org.uk