



Willingdon

COMMUNITY SCHOOL

18th May 2020

Dear Parent/Carer,

Summer 2020 - Uniform Ordering Procedure

We are writing to advise you of the uniform order process for Summer 2020.

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 will be included in the May mailshot. **All orders must be placed on ParentPay by Friday, 31st July 2020.**

Online pre-paid orders made **before Friday, 17th July** will be available for **COLLECTION ONLY** and we will email you when your order is ready and arrange a time for you to collect your order from school. 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.

Online pre-paid orders made **between Monday, 20th July and the 31st July** will be available for **COLLECTION ONLY**, on the following dates, again, we may email you with an allocated time slot on your preferred collection date below.

Friday, 24th July between 9am - 2pm

Friday, 31th July between 9am – 2pm

Friday, 7th August between 9am – 2pm

Thursday, 27th August between 9am – 2pm

Tuesday, 1st September between 9am – 2pm

Wednesday, 2nd September between 9am – 2pm

There can be **NO** trying on of the uniform on these 6 collection 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 agwilliam@willingdonschool.org.uk by Friday, 17th July.

PLEASE NOTE – Uniform will not be available to purchase/try on at any other time during the holiday period or on our Inset Days of 3rd or 4th 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