

Dear Parent/Carer,

Summer 2021 - Uniform Ordering Procedure

We are writing to advise you of the uniform order process for Summer 2021.

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 Friday, 13th August 2021.

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 Wednesday, 21st July 2021.

For any orders placed between Wednesday, 21st July and Friday, 13th 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.

Thursday, 29th July between 9am – 1pm

Friday, 30th July between 9am - 1pm

Friday, 20th August between 9am – 1pm

Tuesday, 24th August between 9am – 2pm

Thursday, 26th August between 9am – 2pm

Tuesday, 31st August between 9am – 2pm

Please note any orders placed after the 13th 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. 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.

If you do not have ParentPay login details, these can be requested by emailing agwilliam@willingdonschool.org.uk by Friday, 16th 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:
Ms E. Beer

Broad Road
Lower Willingdon
Eastbourne
East Sussex BN20 9QX

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

