



13<sup>th</sup> June 2018

Dear Parent/Carer,

**Summer 2018  
Uniform Ordering Procedure**

We are writing to advise you of the uniform order process for Summer 2018.

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 been sent out in the May mailshot. **All orders must be placed on ParentPay by Tuesday, 31<sup>st</sup> July.**

Online pre-paid orders made after **Friday, 13<sup>th</sup> July**, will be available for **COLLECTION ONLY**, on the following dates:

**Thursday, 2<sup>nd</sup> August between 12 - 4pm**

**Friday, 3<sup>rd</sup> August between 9am - 1pm**

**Friday, 31<sup>st</sup> August 9am - 1pm**

There can be **NO** trying on of the uniform on these 3 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](mailto:agwilliam@willingdonschool.org.uk) before the end of the Summer term Thursday, 19<sup>th</sup> July.

**PLEASE NOTE – Uniform will not be available to purchase/try on at any other time during the holiday period, or on the Inset Days of 20<sup>th</sup> July, 3<sup>rd</sup> or 4<sup>th</sup> September.**

**If you need to return any items for an exchange, please ensure you return the item in its original condition and with the bag, so we can resell the item.**

Yours faithfully,

Miss S Rogers  
**Headteacher's PA**