



13th 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, 31st July.**

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

Thursday, 2nd August between 12 - 4pm

Friday, 3rd August between 9am - 1pm

Friday, 31st 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 before the end of the Summer term Thursday, 19th 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 20th July, 3rd or 4th 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