



# WAVELL COMMUNITY JUNIOR SCHOOL

**Headteacher: Mr P. Hunter**

Dear Parents and Carers,

16/12/15

## School Uniform Supply

We would like to inform you of changes to the way we supply school uniform. Currently parents are able to purchase school jumpers, cardigans and book bags with our logo via the school office. From January 2016 all uniform will be processed online via [www.school-shop.co.uk](http://www.school-shop.co.uk). A link for the website is available on our school website. If any parents do not have internet access the school office will be happy to assist you with placing orders.

May I take this opportunity to remind you of our school uniform policy of grey trousers, white shirt/polo shirt and royal blue sweatshirt for boys and grey skirt/trousers, blue and white summer dress, white shirt/polo shirt and royal blue sweatshirt or cardigan for girls. P.E. kit is a white T-shirt, black/blue shorts and plimsolls. Children are required to wear black school shoes and have a pair of black PE plimsolls in school for indoor use. As you will see from the School Shop website we are offering a wider range of uniform incorporating the school logo than was previously available, including polo shirts, hats, dresses, track suits and PE kits alongside jumpers and cardigans. We would like to make it clear that these items are not compulsory and parents are free to purchase suitable uniform from any source they choose.

School Shop jumpers and cardigans are slightly larger than the ones supplied by our previous provider and parents should take this into account when ordering. We have been advised that should you wish to purchase the next size up for your child you should order the size that they are currently wearing. Measurements are available to help when ordering and the school office will hold a set of uniform should you wish to try it on before ordering.

We are confident that School Shop offer an excellent service to parents, providing quality clothing with fast and reliable deliveries and a good price. We do still have a small stock of cardigans, jumpers and book bags in school at the present time however we will not be replenishing this.

Please have a look at the attached letter from School Shop giving details of how to place orders and feel free to contact us if you wish to discuss it further or have any questions.

Kind Regards,

Mr P. Hunter  
Headteacher



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# SCHOOLSHOP



Dear Parent,

16<sup>th</sup> December 2015

NextGen Clothing have been invited by **Wavell Community Junior School** to take over supply of school uniform and to provide a facility that gives you more choice about what and when to buy.

We provide a dedicated website - [www.school-shop.co.uk](http://www.school-shop.co.uk) - where you can buy uniform online, which displays the specific products for your individual school. This is easily accessed by the "Find my School" navigation on the home page. We also offer a comprehensive range of school uniform items, from skirts and trousers through to blazers & bags. All of which can be ordered online **ANYTIME** through our 100% secure, easy to use online shop. We also take orders by phone, email or fax; taking payment over the phone should you wish to order in any of these ways.

The only change for you is the way that you order your uniform. It won't cost you more than it does at present because there are **NO DELIVERY CHARGES** (\*from September 2013 due to the recent steep rise in postal charges by ROYAL MAIL we will be introducing a small order charge of £1.25p for orders under £20.00 to cover this increase) and we charge less than the school currently charges. Better still, you aren't restricted to school hours for placing your order.

Sizing guides are shown against all products, so you know that you can order the correct size for your child with confidence, or you can call us for any advice regarding sizing.

We want to make this new system as easy as possible for parents & the school. If you have any questions or concerns then please feel free to contact either myself or Peter Dalton for assistance. You can reach us on **01904 607331** or by email to [sales@school-shop.co.uk](mailto:sales@school-shop.co.uk). We are available from 7am to 5pm Monday to Friday.

Below is an easy, step by step guide of how to use the online ordering system.

1. Log onto <http://www.school-shop.co.uk>
2. On the left hand side is the main navigation bar & above this is a box titled "Find my School". Drop down the list of schools to find **Wavell Community Junior School**. Click on your school name and all your products will load
3. Click on the product you want to buy. All the instructions for buying are self-explanatory. Click the back button to return to the main products
4. When you have chosen all the items you need, proceed to the checkout. You can either register and save your details for a future visit, or you can use an express checkout
5. If you have any special delivery instructions, such as "Leave at back of house" or "Leave with a neighbour" make sure you include these. Unless the courier is told to leave the parcel elsewhere, they will have to take it away
6. We accept all major credit & debit cards and you will receive an automated confirmation of your order
7. You will receive another e-mail when your order is despatched and depending upon how we despatch the package you may receive an e-mail from the **APC** courier network advising of the delivery date

We hold stock of all the **embroidered** school uniform products so delivery should usually be between 2-5 days depending on the volume of orders we have in the system, summer months being our busiest period. Other items from the site, such as PE shorts, trousers, shirts, skirts etc. may need to be ordered in, so your order will take slightly longer to arrive to you.

Yours sincerely,

Martyn Schofield  
Sales Manager  
Schoolshop

SCHOOLSHOP IS A TRADING STYLE OF NEXTGEN CLOTHING LTD  
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Buy School Uniforms Online at [www.school-shop.co.uk](http://www.school-shop.co.uk)