

Dear Parent/Guardian

Please find below the timetable for purchasing uniform:

**Programme for purchasing uniform**

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|--------------------------------------|---|
| Anytime                              | Parents can order uniform online via the parent pay website. Once an order is made we will do our best to make sure that orders are made up ready for collection when the uniform shop is next open. Please allow up to 7 days though.  |
| Monday lunchtime<br>12.15pm – 1pm    | Uniform shop is open to <b>pupils only</b> to collect pre-ordered uniform or to purchase uniform directly from the shop via <b>cash</b> or <b>cheque</b> payment only.  |
| Wednesday lunchtime<br>12.15pm – 1pm | Uniform shop is open to pupils only to collect pre-ordered uniform or to purchase uniform directly from the shop via cash or cheque payment.  |
| Thursday<br>10am-11.00am             | Parents are able to pop along to the uniform shop to make a uniform purchase, or to pick up uniform that has been pre-ordered. The uniform shop can be found in the back of the tower, down the steps, second to last door on the left. |

Although Thursday is available for parents to come along we encourage pupils to attend on a Monday or Wednesday lunch time to help develop their independence.

Please try to send your child with correct measurements although staff will do their best to assist with this in the shop. If you are not happy with the size of your item, then it can be exchanged when the uniform shop is next open.

The uniform shop is run on a part-time basis as the member of staff in the uniform shop only works for the uniform shop part-time. The shop cannot be opened for lost uniform or last minute purchases at any other time. Please ensure that your child has the correct uniform, with enough time to purchase new uniform when the shop is open. Only in extreme circumstances can the shop be opened outside the regular opening hours.

**There are currently quite a few orders in the shop which haven't been collected yet. Please can you remind your child to come and pick them up, if you know an order has been placed. Reminder slips do get send out to remind pupils, at the beginning of each week too.**

If an item is out of stock, the rest of the order may be collected and a reminder slip will be sent in the registers letting them know that the rest of the order is now ready to be picked up.

There is also now a selection of stationery and GCSE revision guides available to buy in the Uniform Shop too. A full list of these, with prices, can be found on the Kings' website, under the Parents tab in KS3 and KS4 Revision Materials. Unfortunately, these aren't available using our online shop yet but can be purchased during shop opening times. Thank you.

Yours faithfully

Kim Merrett

Kings' Uniform Shop Administrator