Dear Parent / Carer

**UNIFORM UPDATE – JUNE 2020**

Our uniform is supplied by Uniformity who are based in Chester. As the shop will most likely remain closed until September, they have asked for orders to be processed online via their website: <http://www.uniformityschools.com/>

Once you have processed your order you will then have three options:

1. **Home delivery** - the charge is £6.00 and the final date for home delivery is Friday **14 August 2020**. Uniformity have employed their own dedicated drivers who will deliver to your door, if you miss the driver you are able to re-arrange by calling them on 01244 680187.
2. **Click & Collect - from Uniformity** - 22-26 Handbridge, Cheshire, Chester CH4 7JE. You are able to go to the shop, ring the buzzer & collect uniform after it has been ordered online. Please check the website to see the opening times, you will not be able to go into the shop, this is just a collection service. Please note, you will receive an e-mail notification to confirm when your order is ready for collection.
3. **Delivery to school** - **APPOINTMENT ONLY Click & Collect**- If you place your order online with Uniformity by 12 noon on a Monday, your order will be available to collect one week later on either a Monday or Tuesday on the following days: 15/16 June, 29/30 June and 13/14 July, collection slots will be between **10am and 2.00pm.**

Any orders processed **after 12 noon on 6 July 2020** will have to be for home delivery or click & collect from Uniformity.

**Collection from school will be a click & collect service only. All uniform will be delivered to the side of your car and you will be required to stay in your car until the member of staff has moved away. Please call 07512 195 751 on arrival ensuring you adhere to the allocated booking time. Collection will be by appointment only – Please click the link to book a slot:**

 [https://outlook.office365.com/owa/calendar/StNicholasCatholicHighSchoolUniformBooking@st-nicholas.cheshire.sch.uk/bookings/](https://outlook.office365.com/owa/calendar/StNicholasCatholicHighSchoolUniformBooking%40st-nicholas.cheshire.sch.uk/bookings/)

If you need to exchange an item, you have 3 options:

1. Return the item to school on either a Monday or Tuesday up until 14 July 2020. **Again this will be by appointment only – using the link above.** Please note, all labels need to still be attached and please remember to include the returns form.

We are looking at the possibility of providing a day during August where items being exchanged can be collected. If this is possible, the date and times will be communicated in the near future.

1. Click & Collect – return your items to the store, labels must still be attached to all items, placed in a bag and ensure the **returns form** is included in the bag. All items returned to the store will be quarantined for 72 hours before being put back into stock, refunds will be processed within one week.
2. You can re-order the required item via the Uniformity website and request delivery to your home (there will be an additional £6.00 delivery charge). The driver will collect the incorrect items when he brings the replacement delivery, refunds will follow the same process detailed above. Once all the items have been returned to uniformity, the second £6.00 delivery charge will also be refunded.
* We recommend that you process your orders as soon as possible so that any exchanges / issues can be resolved promptly. Uniformity have advised that for any orders placed after the end of July they cannot guarantee that delivery will be in time for the start of September.
* Sizing guides school skirts & P.E. kit have been attached in order to try and help you select the correct size.
* Blazer sizing guide videos can be found at:
	1. <https://www.youtube.com/watch?v=cvUB72vUGK4> - Girls
	2. <https://www.youtube.com/watch?v=2RazQ4VGKQE> - Boys

If you have any queries or require any further information please e-mail: uniformbooking@st-nicholas.cheshire.sch.uk

Kind regards

*D Crosthwaite*

Mrs D Crosthwaite

HR & Admissions Officer