



Winslow Church of England School
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Headteacher: Caroline Colmer BA (Hons)

Dear Parents/Carers

School Uniform Orders

From the Summer Term i.e. **Monday 19th April 2021**, we are changing the way existing parents will order school uniform items. All uniform orders will be processed via your ParentMail account. We hope this will be a more efficient and easier way of ordering.

How to process your order:

- Please sign onto your ParentMail account and go to:
- Payments - Shop
- Uniform items are listed, click on the item you want to order and complete the options- such as quantity & size. Then choose to "Add to Basket" and continue shopping or click "Pay Now" to check out straight away.
- You can view your basket at any time by clicking the basket icon in the top right hand corner. To make a payment go to the checkout screen, where you will see a summary of the items you are buying.
- Enter your payment details as you would with any online purchase.

The School Office will be notified of your order and will process this as soon as possible. You will be contacted via telephone if there is any problem with your order.

Yours sincerely

Mrs C Colmer