

Caedmon School

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Whitby Community College

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09 June 2014

To All Parents/Carers of Year 7 Students (September 2014)

College Blazer Purchases

It is the decision of the Headteachers and Governors of Whitby Community College and Caedmon School to provide financial support for Year 7 parents in buying the new, Caedmon College Whitby uniform, by reimbursing parents and carers for the cost of the College blazer, once purchased.

To be reimbursed after buying a new College blazer, please complete the reply slip below, attach your receipt of purchase and return to the College Office.

Yours sincerely

Keith Prytherch
Headteacher

Reimbursement of Year 7 College Blazer purchase price

Name of student _____

School presently attending _____

Amount to be reimbursed £ _____ (This must be accompanied by a receipt that should be stapled to this form)

Name to be written on the cheque to be sent to you _____

Postal address for the cheque _____

Post Code _____

Please complete all sections of this reply slip and remember to attach your receipt

Headteacher:

Mr R A Hewitt , BEd (Hons), MA,
NPQH

Headteacher:

Keith Prytherch, BEd, MBA
Whitby Community College

Dear Parent

June 2014

NextGen Clothing (also known as School Shop) have been invited by Caedmon College Whitby to supply the 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 - where you can buy uniform items online; the site displays the specific products for your school. This is easily accessed by the "Find my School" navigation button on the home page. We offer a comprehensive range of school uniform items, from skirts and trousers through to blazers and bags. All of these 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. Please note that, because the amalgamation between Caedmon School and Whitby Community College has only just been officially confirmed by the Local Authority, the uniform items that have the logo on them (tie and blazer) are not yet in stock. These will appear on the website in due course (you may find the blazer is not displayed with the logo showing on the website but it will be on any blazers ordered). A blazer for Year 7 students will be funded by the school and so it is advisable for parents to await further details from the school before ordering this item. Students with an existing blazer that has the Caedmon School logo on it will be able to purchase a sew-on Caedmon College Whitby badge that will cover the Caedmon School logo.

Ordering your school uniform will not cost more than it would if you were to make orders directly with the school or with another supplier for the same items. Delivery charges will not usually be incurred (although, due to the recent steep rises in postal charges by Royal Mail, we have had to introduce a small order charge of £1.25p for orders that are under £20.00 to cover this increase). The advantage of ordering through us is that you are not restricted to school hours for placing any orders. Sizing guides are shown against our 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 also have a shop in York which you are welcome to visit with your son or daughter if you wish. We want to make this system as easy as possible for parents and so 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. We are available from 7am to 5pm, Monday to Friday.

Below is an easy, step by step guide of how to use our 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 Caedmon College Whitby. Click on your school's name and all your products will upload
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 and debit cards and you will receive an automated confirmation of your order
7. You will receive another email when your order is despatched and, depending upon how we despatch the package, you may receive an email from the MyHermes courier network advising of the delivery date.

Once we have stock of all the **embroidered** school uniform products, delivery will usually be between 3-5 days depending on the volume of orders we have in the system; the summer months are our busiest period. Other items from the site, such as PE shorts, trousers, shirts, skirts, etc, are usually in stock.

Yours sincerely



Martyn Schofield
Sales Manager
Schoolshop