



March 2018

Dear parent/carer

Uniform update

After the Easter break there will be a change to how you order school uniform.

Blue v-necked sweatshirts, red polo shirts and black PE shorts will need to be ordered online directly from Essential Schoolwear using the button on the homepage of our website. You can continue to order ties, book bags, water bottles, homework pouches and red drawstring bags via WisePay or the school office until the end of the academic year.

From September 2018 we are aiming for all school uniform to be available to buy directly from Essential Schoolwear.

Please contact the school office if you do not have access to a computer and you wish to order some new uniform as we will be able to assist you with this.

Please see the attached guide on how to order school uniform directly through Essential Schoolwear's website.

Yours sincerely

Mrs J Cutler
Head of School

Essential Schoolwear

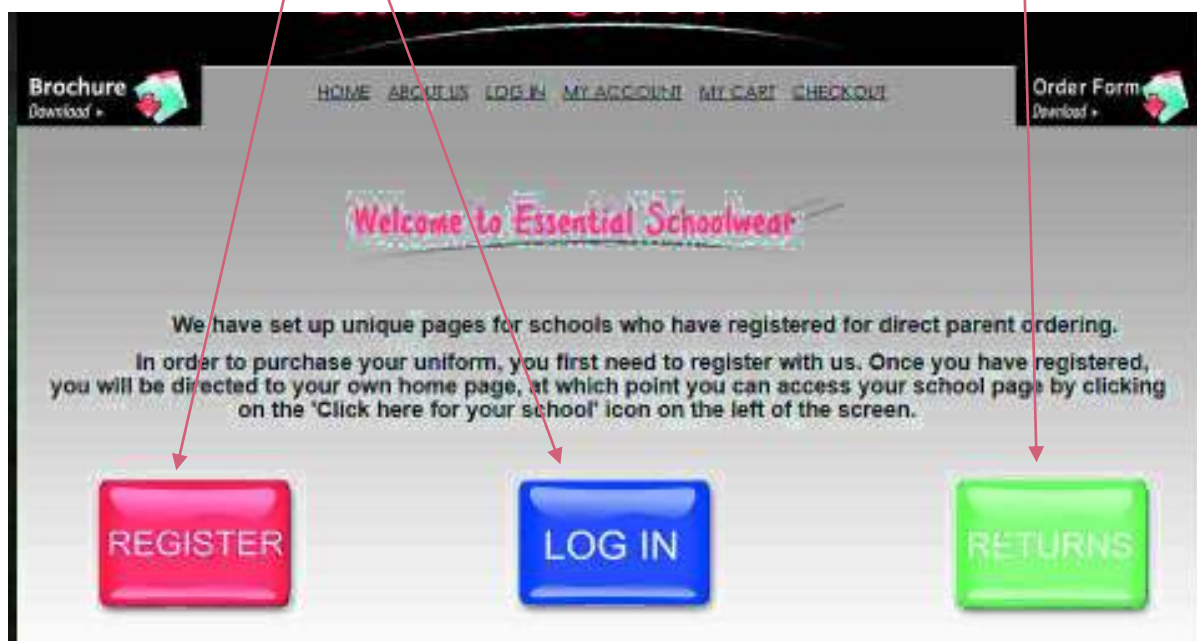
The Thomas Coram Church of England School Parent Ordering

To order from our website go to www.essentialschoolwear.com

You need to register and choose your school before you can order. To do this, click the 'Parent' button (if you would rather see a video of how to order, just click on the blackboard).



Once here you can register, login if you are a returning customer, or look at our returns procedure.



Once registered / logged in, you will be directed to your personal home page (if you are not, please click 'Home' which will take you there). Click here to see the uniform range.



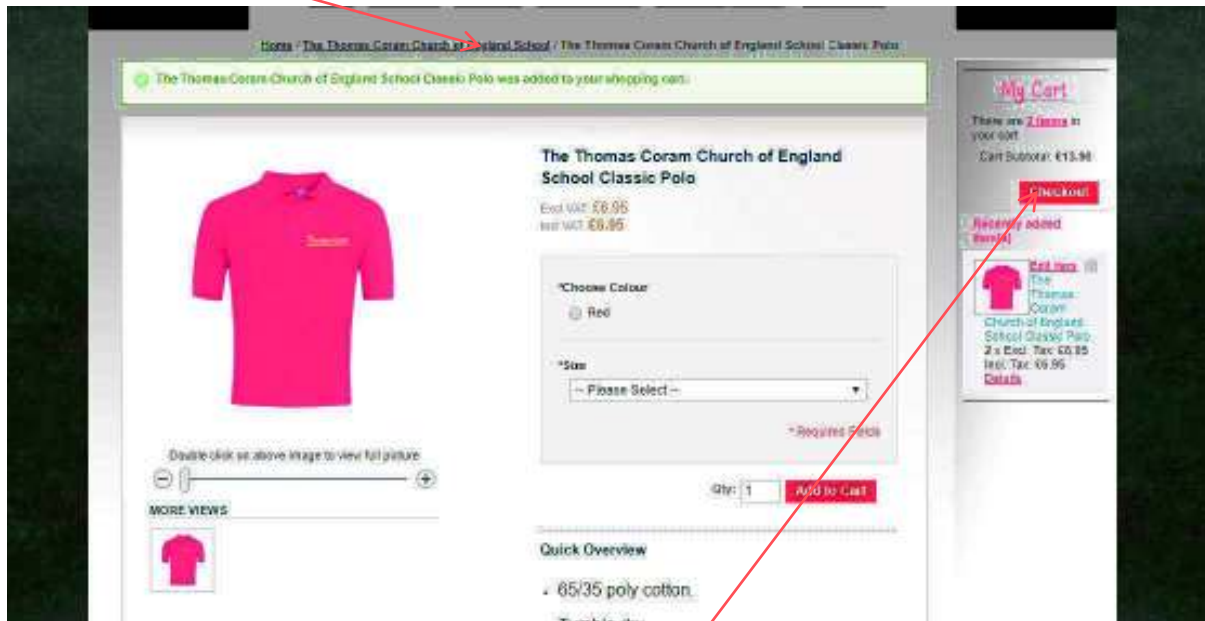
The items shown are unique to The Thomas Coram Church of England School. Please click on any item you wish to order



Choose the colour, size and quantity you wish to order and add to cart (Please be aware, the system will not allow you to proceed until all the choices available are chosen).

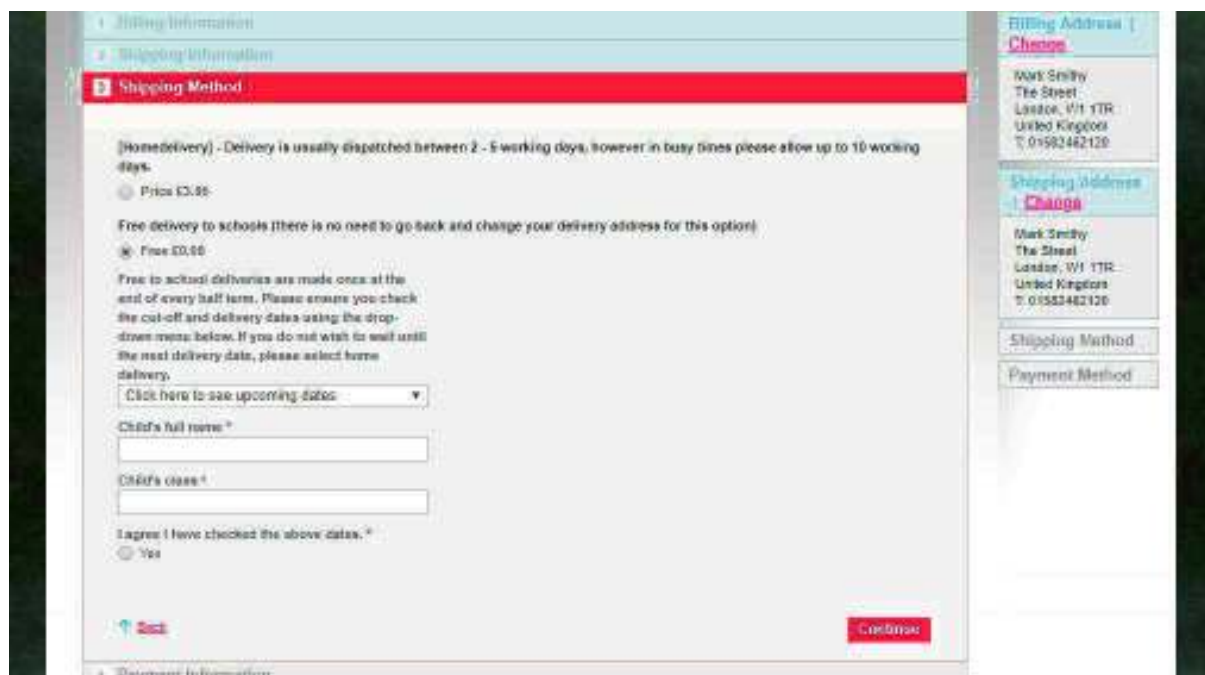


Once the item(s) have been placed in the basket, the screen will stay on the same page, in order for you to add a different size etc. When you have chosen everything you want from that product, click here to go back to your main school page which shows the full range of uniform. Follow the same format for all the products you wish to order.



Once you have completed your order, click on the 'Checkout' button on the right hand side of the screen and follow the billing, shipping and payment pages (if you are going to choose free to school, just leave the shipping address the same as the billing address, there is no need to add the school address).

The system automatically selects home delivery, however, there is an option to have your order sent to the school for you to pick up.



Free to school deliveries are made at set dates and you need to ensure your order is placed before the next cut-off time shown. To check the upcoming dates, please click on the dropdown menu. If you need the item(s) sooner than the next date, please click the home delivery option.

1 Billing Information

2 Shipping Information

3 Shipping Method

[Home delivery] - Delivery is usually dispatched between 2 - 5 working days, however in busy times please allow up to 10 working days.

Price £3.00

Free delivery to schools (there is no need to go back and change your delivery address for this option)

Free £3.00

Free to school deliveries are made once at the end of every half term. Please ensure you check the cut-off and delivery dates using the dropdown menu below. If you do not wish to wait until the next delivery date, please select home delivery.

Order by 17th May 2018 to pick up from the

Child's full name *

Clare Smithy

Child's class *

1BC

I agree I have checked the above dates. *

Yes

Back Continue

4 Payment Information

5 Order Review

Billing Address | Change

Mark Smithy
The Street
London W11 1TR
United Kingdom
T: 01582 462120

Shipping Address | Change

Mark Smithy
The Street
London W11 1TR
United Kingdom
T: 01582 462120

Shipping Method

Payment Method

Press continue on the Sage Pay payment information page. We do not process, or hold any of your financial information on our website, so after the next screen you will be redirected to Sage Pay to make payment. Sage Pay uses the very latest encryption technology to protect your privacy.

Checkout

1 Billing Information

2 Shipping Information

3 Shipping Method

4 Payment Information

Sage pay Credit or Debit Card PAYMENT

You will be redirected to the Sage Pay website when you place an order.

Powered by sage pay

* Required Fields

Back Continue

5 Order Review

Your Checkout Progress

Billing Address | Change

Essential Schoolwear
3 Mairack House,
Southdown Industrial
Estate
Southdown Road
Harpenden,
Hertfordshire, AL5
1PW
United Kingdom
T: 01582 462120
F: 01582 462133

Shipping Address | Change

Essential Schoolwear
3 Mairack House,
Southdown Industrial
Estate
Southdown Road
Harpenden,
Hertfordshire, AL5
1PW
United Kingdom
T: 01582 462120
F: 01582 462133

This is the last page before you are directed to Sage Pay. When you have checked you are happy with the garments you have chosen, please read and tick the Terms and Conditions and then Place the order. You will now be redirected to the Sage Pay site for payment.

Order Review
Safe Website
Trackers

Product Name	Price		Qty	Subtotal	
	(Excl. Tax)	(Incl. Tax)		(Excl. Tax)	(Incl. Tax)
The Thomas Coram Church of England School Classic Polo Chosen Colour Red Size 30" (Age 7/8)	€5.95	€8.95	2	€11.90	€17.90
The Thomas Coram Church of England School V Neck DM Sweatshirt Colour Navy Size Age 7/8	€9.95	€9.95	1	€9.95	€9.95
Subtotal				€23.85	
Shipping & Handling (Free delivery to schools (there is no need to go back and change your delivery address for this option) - Free)				€0.00	
Grand Total Excl. Tax				€23.85	
Tax				€0.00	
Grand Total Incl. Tax				€23.85	

TERMS & CONDITIONS

Please carefully read the following Terms and Conditions.

Nothing in these Terms and Conditions affects your statutory rights.

We warrant the field to be the property of the Website, including these Terms and Conditions of use. Any other website is

Check to agree to Terms and Conditions

Forgot an item? [Edit Your Cart](#)

Place Order

T: 01522462120

Shipping Address
[Change](#)

Mark Smithy
The Street
London, W1 1TR
United Kingdom
T: 01522462120

Shipping Method
[Change](#)

Free delivery to schools (there is no need to go back and change your delivery address for this option) - Free €0.00

Payment Method
[Change](#)

Credit or Debit Card Payment