

Order Guidelines

Placing an order

To place the order please go to our online Parent Pay Shop found on the school website uniform page and below:

<https://app.parentpay.com/ParentPayShop/Uniform/Default.aspx?shopid=895>

Please only purchase 1 size of each item in the first instance e.g. please do not purchase additional uniform for spares.

If an order is placed to include additional uniform, School Colours at this time will process 1 item of each category and will mark the rest of the order 'to follow'. The additional items will follow after the 19 September.

Uniform Vouchers

To receive a refund for any uniform purchased through the Parent Pay Shop and Emblazon, please fill in our Uniform Voucher Form and send the Original Voucher you received and receipts with the Form to the Upper or Lower Site Office, marked for the Attention of the Finance Team, Forms are available from the office or can be requested by e-mail from uniform@allsaints.york.sch.uk

Should you need the value of the voucher in advance, please fill in the form and note, receipts will have to be sent later as proof of purchase.

Delivery

All orders regardless of delivery option chosen will not be available until after the 19 August 2019.

There are two options:

- 1) Delivered to school for collection **free of charge**. This will happen at the Lower School Hall:

Friday 23 August, 10am – 3pm

Thursday 29 August, 3pm – 7pm

Please note on collection your order confirmation will be required as proof of purchase

- 2) Home delivery – please note that there is a charge for this option of **£8.50** payable by the parent. Please select this option on the Parent Pay Online Shop.

Delivery for additional items will be received by the school after 19 September 2019.

Returns & Exchanges

Items must be returned/exchanged directly to School Colours not All Saints RC School, including during the school holidays. The items must be returned with completed forms, unworn and in their original condition and packaging within 14 days from receipt of the goods.

Any items received back which are not in their original condition will not be eligible for a refund.

All Saints School is not responsible for the cost of returning items. We recommend that all parcels are sent signed for.

Address for Returns/ Exchanges only:	Uniform Enquiries:
School Colours c/o Paperworks Unit 5 Prospect Park Limewood Road Seacroft, Leeds, LS14 1NH	Ceri Wright, Admin Assistant, Lower Site Email : uniform@allsaints.york.sch.uk Telephone: 01904 647877