



19 March 2021

Dear Parents / Carers,

Due to the ongoing restrictions and social distancing requirements currently in place to protect all members of our community the Uniform Shop will be continuing with a by appointment only or phone / email order program until further notice.

Unfortunately, we cannot have more than 15 persons in the Uniform Shop at any one time (including students and staff), nor can we have an extensive queue waiting inside or outside. This is in order to minimise the risks associated with the COVID-19 virus and in order to adhere to social distancing requirements.

Therefore, we will be continuing with two options for those wishing to make purchases from the Uniform Shop:

1. Booked appointment of which there will be two types of appointments:
 - a. Students who commenced in 2021, or anyone requiring a full winter fit out (extended 30 minute appointment); or
 - b. Students who commenced prior to August 2020 or who only need a few top up items (standard 15 minute appointment).
2. Placing a pre-paid phone / email order.

Please find attached information and step by step instructions on how to make an appointment via the [schoolinterviews](http://schoolinterviews.com.au) website. For parents who require assistance with this process please phone the Uniform Shop on 4572 3254. **Please note the new code for Winter Appointments 2021 is: urcnw**

Alternatively, those wishing to place a phone order, who know which items of uniform they require as well as the sizes / brands etc., and are happy to provide their credit card details may phone the Uniform Shop on 4572 3254 where Liz or Wendy will be happy to assist with your order and take payment.

Orders can be emailed to uniformshop@arndell.nsw.edu.au and must include the following detail:

- Your full name;
- Contact phone number;
- Items and sizes and brand required; and
- Your credit card details (full name on card, card number, expiry date and the 3 digit CCV available on the back of the card). Please note credit card details are not kept on file, they are securely destroyed after the transaction has been finalised.

Orders placed before midday will be available for collection from 2:30pm from the Uniform Shop window on Mondays, Tuesdays and Thursdays, term time only and on Thursday the 8th and Thursday 15th of April (Week 1 & 2 of the School Holidays).

PLEASE NOTE: Brand new Items of uniform can be exchanged or refunded with original receipt, with all tags attached and in their original packaging and in original condition.

Unfortunately, attendance at the Uniform Shop at this time will only be permitted to pick up pre ordered pre paid items or by appointment as outlined above. We thank you for your understanding and cooperation.

Regards,

Elizabeth Moore

Uniform Shop Manager

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Winter Changeover – Monday, 10th May 2021 (Week 4 Term 2).

Winter uniform appointments for new students who commenced at Arndell in 2021 or anyone who requires an extended 30 minute appointment (for a full winter fit out) will commence shortly as follows:

Tuesday 30 th March	3:30-6pm	(Week 10 Term 1)
Thursday 1 st April	3:30-6pm	(Week 10 Term 1)
Thursday 8 th April	10-6pm	(Week 1 – School Holidays)
Thursday 15 th April	10-6pm	(Week 2 – School Holidays)
Monday 19 th April	10-4pm	(Week 1 Term 2 pupil free day)
Tuesday 20 th April	3:30-6pm	(Week 1 Term 2)
Thursday 22 nd April	3:30 – 6pm	(Week 1 Term 2)
Tuesday 27 th April	3:30-6pm	(Week 2 Term 2)
Thursday 29 nd April	3:30 – 6pm	(Week 2 Term 2)
Tuesday 4 th May	3:30-6pm	(Week 3 Term 2)
Thursday 6 th May	3:30 – 6pm	(Week 3 Term 2)

Students who commenced prior to August 2020 requiring a shorter 15 minute appointment time (for top ups only) will commence Monday 22nd March using a **NEW CODE** see below.

Now you can book uniform shop appointments at a time that suits *you*.

Go to www.schoolinterviews.com.au and follow these simple instructions.

For parents who require assistance, please phone the Uniform Shop on 4572 3254.



Simply enter the code **urcnw** and press "Go"
Enter your details



Select the date you wish to attend



Select the appointment times that suit your family best



When you click **FINISH**, your uniform fitting appointment details will be emailed to you automatically. If you do not receive your email immediately – Check your junk mail folder AND make sure you have spelled your email address correctly.

You can return to www.schoolinterviews.com.au at any time and change your appointment using the same event code, name and email address you used when you made your original appointment.