



Our Ref: SB/KJT

21 May 2020

Dear Parents and Guardians

We are very much looking forward to welcoming your daughter to Mayfield in September. In the meantime, we understand that it may be difficult to organise travel at this stage and so far in advance for a uniform fitting.

We have therefore decided to open up the School Shop in order for you to purchase uniform items and we will then post them to you. This will also allow you enough time to name all the items. All uniform and home clothes must be named before the first day of term. There are no facilities to do this at school. We would kindly ask you to send your daughters to school with spare name tapes so she can sew on her name to any additional items she may purchase during term time.

There is currently no second hand uniform available.

Please find attached:

1. A size chart:

Please complete this with all the measurements as indicated on the chart and scan and email it back to us. We will then use this to pick a suitable sized garment for your daughter.

2. An order form:

We have indicated the mandatory amounts, but there may be extras you wish to order or items like socks and tights where you can let us know colour preference and amounts. Please complete, scan, and email it back to us.

3. Price list.

Once the items have been assembled, we will pack them and get a quote to courier them to you. We will use a courier as they can guarantee a period for delivery and have comprehensive insurance for your goods. Attached is an indicative cost – but the final amount will depend on the size and weight of the box and the insurance value.

We will subsequently send you an invoice for the uniform and postage and BACS details to make a payment directly into the School Shop account. Once we have received payment we will be able to dispatch your goods to you. All uniform must be pre-paid.

If you have any questions or queries please do not hesitate to contact me.

Yours faithfully

Mrs Susan Bowles

School Shop Manager

Mayfield School Services Ltd

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