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| **Uniform and Kit Ordering Information** Our uniform is available is available froma variety of sources. Main uniform (eg: Blazers, jumpers, trousers, skirts and ties items can be tried on and ordered for next day delivery from John Lewis, Oxford Street.  PE and Dance kit can only be ordered on line from Orchard Clothing (who also stock the main uniform items) [www.orchardclothing.co.uk](http://www.orchardclothing.co.uk/)  0845 208 0471 please note: this phone number is for queries only, orders cannot be taken over the phone. Instructions for Using the Orchard Clothing Website  Log onto the ORCHARD CLOTHING website.  Click on any of the uniform images and select Colour, Size and Quantity  Click on Add To Basket  To add more products click Continue shopping at the bottom of the page  When all products have been chosen click Continue to Checkout  At this point you will be asked to: click here to register and input your address and log in details.  You are now directed to the checkout stage and must choose one of three delivery options:- - Leave the default as Deliver To My Address (postage is chargeable as shown) or - Click Bulk Delivery To School (the postage cost will revert to free) or - Click Deliver To Other Address this may be a work address (postage is chargeable as shown)  If ‘Bulk Delivery To School’ is chosen, a drop down list of delivery dates available is shown. Click on the date required and then click on Confirm  A confirmation page showing the breakdown of the order and the delivery details is then shown. To proceed to the payment gateway click on BUY  Once in the Sage payment gateway, parents input all necessary credit card information to complete the transaction.  Once complete, an automated email will be sent to the email address provided confirming the order. Should you require any further information or you do not have access to a computer to order online, please contact the PE department and we will try to assist you. Instructions for Using the Orchard Clothing Website  Log onto the ORCHARD CLOTHING website.  Click on any of the uniform images and select Colour, Size and Quantity  Click on Add To Basket  To add more products click Continue shopping at the bottom of the page  When all products have been chosen click Continue to Checkout  At this point you will be asked to: click here to register and input your address and log in details.  You are now directed to the checkout stage and must choose one of three delivery options:- - Leave the default as Deliver To My Address (postage is chargeable as shown) or - Click Bulk Delivery To School (the postage cost will revert to free) or - Click Deliver To Other Address this may be a work address (postage is chargeable as shown)  If ‘Bulk Delivery To School’ is chosen, a drop down list of delivery dates available is shown. Click on the date required and then click on Confirm  A confirmation page showing the breakdown of the order and the delivery details is then shown. To proceed to the payment gateway click on BUY  Once in the Sage payment gateway, parents input all necessary credit card information to complete the transaction.  Once complete, an automated email will be sent to the email address provided confirming the order. Should you require any further information or you do not have access to a computer to order online, please contact the PE department and we will try to assist you.  |

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