

# **Direct To Parent Guide**

#### **Overview**

The Direct to Parent supply solution gives parents the ability to order Uniform and PE Kit 24 hours a day via online the SWI ordering system. Orders can be placed either online, by phone or post. We offer a school and home delivery service as well as an easy Returns System

#### **How to Order**

Parents/students can place their orders:

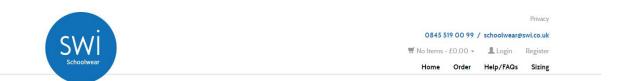
1. Online: www.swidtp.co.uk

2. Phone: 01928 752 610

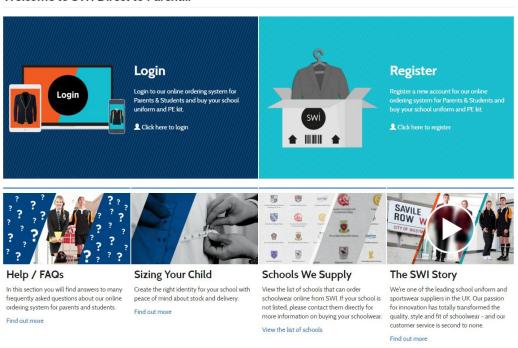
3. **Post**:

Sportswear International Ltd, Fairoak Lane, Whitehouse Industrial Estate, Runcorn, WA7 3DU

## **Online Ordering**



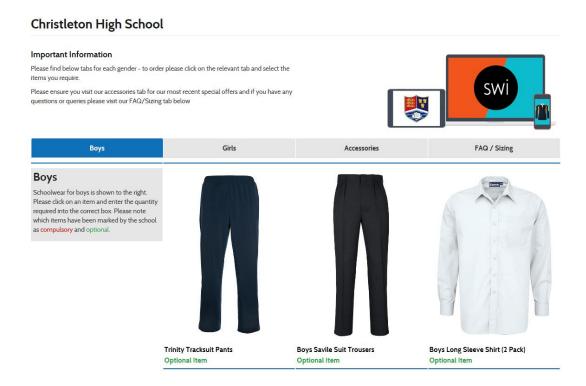
#### Welcome to SWI Direct to Parent...



Ordering online couldn't be easier. Simply visit our website <a href="www.swidtp.co.uk">www.swidtp.co.uk</a> and choose to either login or register a new account.

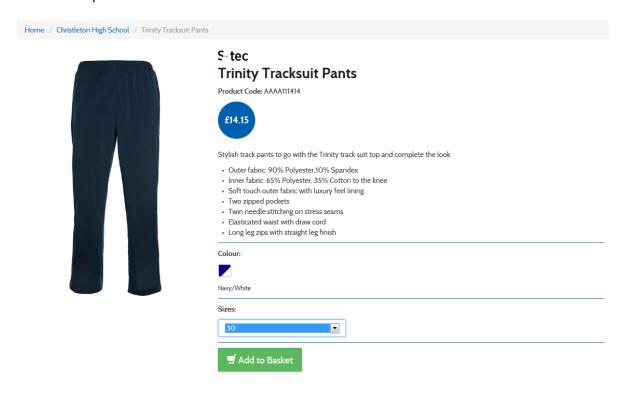
New customers will be asked to register and follow the online instructions to link their account to a chosen school. Once you are registered you can begin to order straight away.

All of the Uniform and PE Kit products will be displayed with an indication if the product is compulsory or optional.

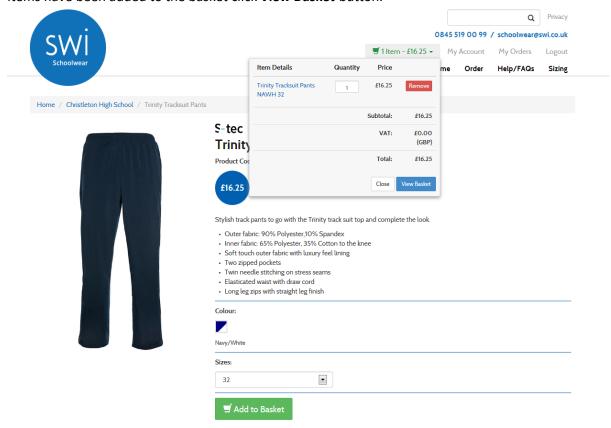


## Adding items to the basket

To add an item to your basket, click on the picture or the name of the product then select the size required from the drop down menu and click *Add to Basket* button.



Simply type the quantity you wish to order into the quantity box which will automatically update. Once all items have been added to the basket click *View Basket* button.

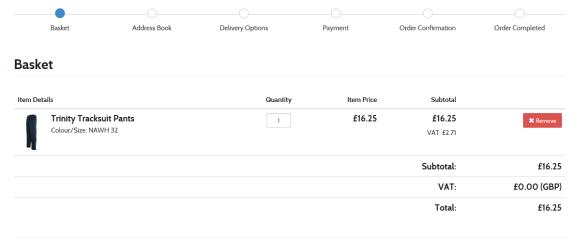


#### **Basket**

You will be taken to the basket page to confirm your order.

Quantities can be increased / decreased within this screen.

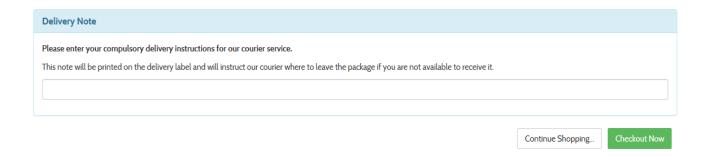
Should an item need to be removed from the order click *Red Remove* button.



## **Delivery Notes**

If the parcel is to be delivered to home these are the notes that you would like us to pass on to the carrier company if you are not home when they come to make the delivery e.g. Leave with in porch, Leave with neighbours etc.

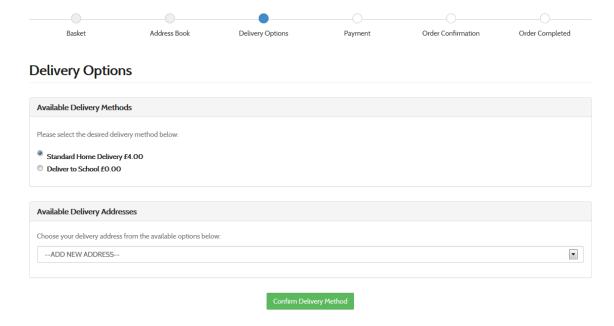
If the parcel is being delivered into school simply type the child's name.



Once delivery notes have been entered click onto *Green Checkout Now* button.

## **Delivery Options**

Select delivery option then click *Green Confirm Delivery Method* button.



### **Payment**

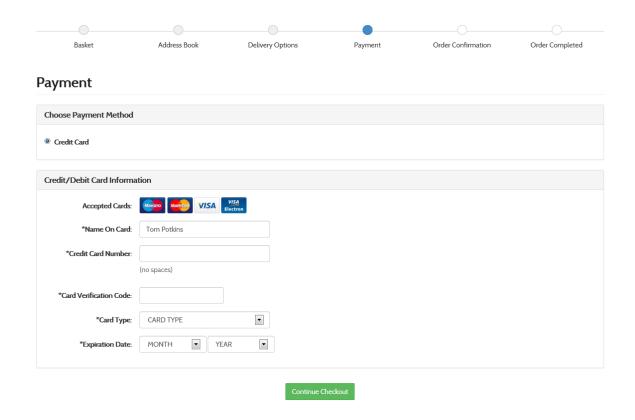
Payment can be made by Visa, MasterCard, Solo, Maestro.

Unfortunately, we do not accept American Express.

Once you have made payment you will be given an order reference number.

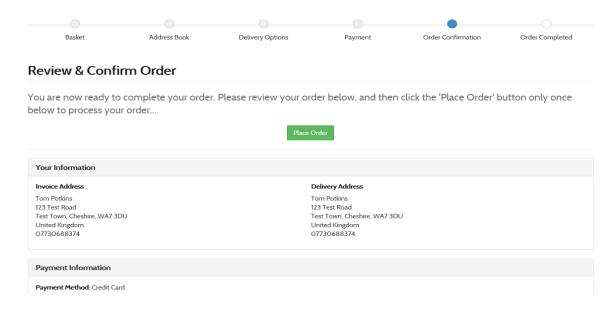
Please print this page for your records.

Click Green Continue Checkout button.



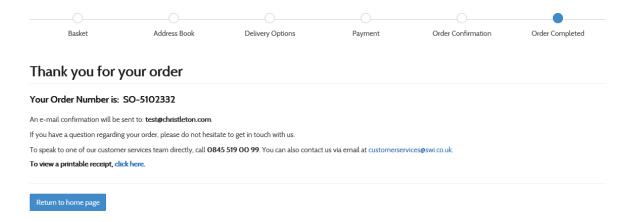
### **Order Confirmation**

You are now ready to complete your order. Please review your order below, and then click the *Green Place Order* button only once to process your order.



## **Order Completed**

Once the order is complete you will receive and order number and email confirmation.



#### **Phone and Postal Orders**

The school will have paper order forms and a downloadable copy on the school website.

If you wish to pay by cheque or do not have access to the internet then you can phone or post your order using the paper order form.

## **Home Delivery Charges**

- Orders over £70 are sent to home free of charge
- Orders under £70 sent to a home address (or other specified) incur a £4.00 delivery charge
- Orders sent to school are free of charge (see below)

### **Delivery into School**

We operate a free of charge delivery service into school every week during term time. Orders must be placed by 5pm on the Monday for delivery into school the following Wednesday for collection on Thursday. This allows parents to avoid the delivery charge and makes it easy for students to collect their order from within the school.

#### **Returns Procedure**

In every dispatch we include a form with full details of how to send items back for a refund. We offer a 30 day returns policy. Full terms and conditions can be found on our website.

### Web Helpdesk

SWI has a dedicated Web Helpdesk. If you are having difficulty with your online account or logging in then please contact the Team on 0845 519 00 99.

## Uniform

The following is a list of school uniform items:

GIRLS' UNIFORM				
Skirt	Plain black, of a sensible length, knee length without a side slit or back seam.			
	Skirts should not be made of Lycra or any other stretchy/thin material.			
	Black opaque tights should be worn with skirts.			
<b>School Trousers</b>	Plain, black, tailored trousers with a single side-seam.			
	Fashion trousers are not acceptable neither are:			
	Skinny Trousers/Leggings/Jeggings/Jeans			
School Jumper	Plain black V neck jumper with school logo may be worn.			
	Cardigans and hoodies are not acceptable.			
	(We would expect all students to wear an outside coat when it is cold; students bringing in hoodies to wear will have them confiscated).			
School Blazer	Black school blazer with the school badge.			
Hijab	Where a headscarf is worn, this must be black, grey or navy blue.			
Shirt/Blouse	White TRADITIONAL shirt/blouse with collar and sleeves.			
	Blouses/shirts must be sufficiently long enough to be tucked in.			
School Tie	The school tie must be worn neatly around the neck.			
Shoes	Plain black low-heeled shoes without decoration or logo must be worn.			
	Boots, plimsolls, trainers, platform heels, stiletto heels and boots are not			
	acceptable.			
Socks	Ankle length dark socks (black, navy blue, charcoal grey)			

BOYS' UNIFORM				
School Trousers	Plain, black, tailored trousers with a single side-seam.			
	Fashion trousers are not acceptable neither are:			
	Skinny Trousers/Leggings/Jeggings/Jeans			
School Jumper	Plain black V neck jumper with school logo may be worn			
	Cardigans and hoodies are not acceptable.			
(We would expect all students to wear an outside coat when it				
	students bringing in hoodies to wear will have them confiscated).			
School Blazer	Black school blazer with the school badge.			
Shirt	White TRADITIONAL shirt with collar suitable to wear with the accompanying			
	school tie, buttoned to the neck.			
	Shirts must be sufficiently long enough to be tucked in.			
School Tie	The school tie must be worn neatly around the neck			
Shoes	Plain black low-heeled shoes without decoration or logo must be worn.			
	Boots, plimsolls, trainers, platform heels, stiletto heels and boots are not			
	acceptable.			
Socks	Ankle length dark socks (black, navy blue, charcoal grey)			

## **Physical Education Uniform**

The items below are required for Physical Education lessons.

BOYS' P.E. UNIFORM				
PE polo shirt (compulsory)	Tracksuit bottoms (optional)			
Rugby shirt (compulsory)	White ankle socks			
Navy shorts (compulsory)	Training shoes			
Hockey/football socks (compulsory)	Football boots			

GIRLS' P.E. UNIFORM				
PE polo shirt (compulsory)	Tracksuit bottoms (optional)			
Navy shorts (compulsory)	White ankle socks			
Hockey/football socks (compulsory)	Training shoes			
PE fleece (optional)	Hockey/Football boots			

All clothing must be clearly marked with the owner's name.

All pupils must remove watches and jewellery for PE lessons and matches (Health and Safety). Watches must be clearly marked with the owner's initials.

### **Safety Equipment:**

Football/Hockey shin guards: are compulsory

Hockey/Rugby gumshields: are strongly recommended

#### Please note:

The School cannot accept responsibility for any article lost, stolen, damaged or confiscated through inappropriate use at school.

## **Uniform Price List**

	School Blazer (Compulsory)	
-	Size 34" - 36"	£25.00
_	All other sizes	£32.00
	School Tie (Unisex) (Compulsory)	£ 7.00
	School Jumper (Unisex) (Optional)	
_	Size 32"/33"	£15.50
_	All other sizes	£19.00
	Slim fit Trousers (Boys) (Optional)	
_	Sizes 26" - 28"	£14.10
_	All other sizes	£18.75
	Slim fit Trousers (Girls) (Optional)	
-	Sizes 26" - 28"	£14.10
_	All other sizes	£18.75
	PE Polo Shirt (Unisex) (Compulsory)	
	- Size 32"/34"	£12.00
_	All other sizes	£14.50
	Rugby Shirt (Boys) (Compulsory)	
	- 30"/32", 32"/33"	£15.23
	- All other sizes	£17.58
	Navy PE Shorts (Boys) (Compulsory)	
	- Size 26"/28"	£ 8.51
	- All other sizes	£ 9.69
	Navy PE Shorts (Girls) (Compulsory)	
_	Size 26"/28"	£ 8.51
-	All other sizes	£ 9.69
	PE Fleece (Unisex) (Optional)	
	- Size 32"/34"	£16.00
	- All other sizes	£19.00
	Tracksuit Bottoms (Unisex) (Optional)	
	- Sizes 26" & 28"	£15.85
	- All other sizes	£18.19
	Hockey/Football Socks (Compulsory)	
	- Size 2 - 5	£ 5.00
	- All other sizes	£ 6.00
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