

PRE-PREP SCHOOL UNIFORM INFORMATION

Parents may choose to dress their child in either summer or winter uniform from the beginning of the Christmas Term until 1 October.

Winter uniform must be worn from 1 October until the end of the Easter term.

Summer uniform must be worn during the Summer term.

A combination of summer and winter uniform is unacceptable.

No jewellery or nail polish should be worn in school.

Purchasing Uniform

We have two uniform shops on site; one for new uniform (supplied by Direct Clothing Limited) and one for secondhand. The New Uniform Shop is run by Mrs Louise Lewis in our Matrons' department. The Secondhand Uniform Shop is run by Miss Emily Maindonald (Music Department).

New Uniform Shop	Secondhand Uniform Shop
Situated opposite the swimming pool	Situated upstairs in the Sports Hall
01243 787981	N/A
uniform@westbournehouse.org	secondhanduniform@westbournehouse.org
OPENING TIMES	
First morning of each term	8.00am to 9.15am
Monday	8.00am to 9.15am
Wednesday	3.15pm to 4.30pm

The New Uniform Shop is situated on-site opposite the school swimming pool. Items must be paid for in the shop at the time of purchase. Refunds and exchanges of new uniform can only be made in the New Uniform Shop.

New uniform can also be purchased online via the Parent Portal on the school's website (www.westbournehouse.org). You will be able to create an account, order and pay for your items online. Purchases will be available for collection from either the Prep School entrance hall (wicker basket) or the New Uniform Shop during opening hours. You will be emailed once your order is ready for collection.

As sizes can vary so much, we recommend that parents making purchases for the first time visit the school shop rather than ordering online.

Holiday opening times will be published by the school (usually in the Headmaster's newsletter) at the end of each term. The New Uniform Shop will open for one or two sessions just before the start of term and on the first morning of each term (8.00am to 9.15am).

The Second-hand Uniform Shop is situated upstairs in the Sports Hall and is open at the same times as the New Uniform Shop. Please collect the key from the New Uniform Shop. Any purchases of second-hand uniform will be added to your school bill. Please phone the office, if you require access during the school holidays.

If you have any outgrown uniform you wish to sell, please send it into school. You will receive 70% of the selling price and 30% goes to the School's chosen charities. All items must be clean and in good repair and, in the case of blazers, **dry cleaned**. Please note that we do not accept underwear, grey trousers and shorts (apart from Pre-Prep cords), white blouses or sports equipment in the Second-hand Uniform Shop.

Items supplied to the Second-hand Uniform Shop must be named with either the current sewn in label or a piece of paper attached with a safety pin. Sold items will appear on your school bill once a total of £50.00 or over has been reached. Cheques are sent to past parents within 3 years of the last child leaving, after which time proceeds are donated to charity.

Items deemed unsuitable for sale will also be donated to charity.

If you would like to donate all the proceeds of the sale to our school charities, please remove the name label.

NAME LABELLING INSTRUCTIONS

ALL ITEMS OF CLOTHING SHOULD BE NAMED IN THE NECK OR WAISTBAND, as appropriate. Please use 'sew in' name labels and, where applicable, 'sticky' name labels. All name labels are to be **black on white** with no *Italics*. Please use Style 2, as shown below (Cash's name labels or similar).



ALL CLOTHING SHOULD HAVE LOOPS so that clothes can be hung up properly on pegs. We recommend using elastic for looping.

All other items brought in to school, including kit and home clothes **must** be clearly labelled (please no *italics*) with your child's name. Labelled items are less likely to be lost.

Towels should have a loop **midway** along the longest side and a name label across one corner.