



# SCHOOLSHOP

by **UNIFORMS DIRECT** 

Dear Parent,

September **2013**

Uniforms Direct have been invited by St Aidan's Music Department and the St Aidan's Music Association (SAMA) to take over supply of music ensemble uniform and to provide a facility that gives you more choice about what and when to buy. We provide a dedicated website **[www.school-shop.co.uk](http://www.school-shop.co.uk)** where you can buy uniform online, which displays the specific products for St Aidan's Music Ensembles. This is easily accessed by the "Find my School" navigation on the home page, items can be ordered online **ANYTIME** through our 100% secure, easy to use online shop. We also take orders by phone, email or fax; taking payment over the phone should you wish to order in any of these ways.

Members of Junior Ensembles (Junior Band, Junior Choir, String Orchestra) are requested to purchase a polo shirt, which is the same for all of those ensembles. Members of Senior and Intermediate Ensembles (Symphony Orchestra, Symphonic Wind Band, Swing Band, Chamber Choir, Girls Choir) are requested to purchase a Music Jacket, which, again, is the same for all of those ensembles. Other ensembles not mentioned here will have their own arrangements as directed by the teacher in charge.

Sizing guides are shown against all products, so you know that you can order the correct size for your child with confidence, or you can call us for any advice regarding sizing. SAMA does have a limited number of Small size polo shirts, and Large size jackets still in stock; please email **[sama@staidans.co.uk](mailto:sama@staidans.co.uk)** if you would like to purchase one of those items (at the same cost as online). Most ensembles also have a tie as part of their uniform: these will be sold through SAMA in school, and you should be receiving a letter about that shortly.

We want to make this new system as easy as possible for parents & the school. If you have any questions or concerns then please feel free to contact either myself or Peter Dalton for assistance. You can reach us on **01904 607331** or by email to **[sales@school-shop.co.uk](mailto:sales@school-shop.co.uk)**. We are available from 7am to 5pm Monday to Friday. Other queries can be directed to **[sama@staidans.co.uk](mailto:sama@staidans.co.uk)**.

Below is an easy, step by step guide of how to use the online ordering system.

1. Log onto **<http://www.school-shop.co.uk>**
2. On the left hand side is the main navigation bar & above this is a box titled "Find my School". Drop down the list of schools to find **\*INSERT SCHOOL NAME\***. Click on your school name and all your products will load
3. Click on the product you want to buy. All the instructions for buying are self-explanatory. Click the back button to return to the main products
4. When you have chosen all the items you need, proceed to the checkout. You can either register and save your details for a future visit, or you can use an express checkout
5. If you have any special delivery instructions, such as "Leave at back of house" or "Leave with a neighbour" make sure you include these. Unless the courier is told to leave the parcel elsewhere, they will have to take it away
6. We accept all major credit & debit cards and you will receive an automated confirmation of your order
7. You will receive another e-mail when your order is despatched and depending upon how we despatch the package you may receive an e-mail from our courier advising the delivery date

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Martyn Schofield'.

Martyn Schofield  
Sales Manager  
Schoolshop by Uniforms Direct

**SCHOOLSHOP IS A TRADING STYLE OF UNIFORMS DIRECT (GB) LTD**  
Uniforms Direct (GB) Ltd, Unit 5 Handley Court, Elvington Ind Est, Elvington, York, YO41 4AR  
Tel: 0800 7319019, Fax: 01904 607342, E-Mail: **[sales@uniforms-direct.co.uk](mailto:sales@uniforms-direct.co.uk)**  
Buy School Uniforms Online at **[www.school-shop.co.uk](http://www.school-shop.co.uk)**