

CHANGES TO UNIFORM SHOP OPERATIONS **(effective 29 January 2021)**

This year marks a year of change for the Chatswood Public School community as construction begins on the upgrade project. Due to this redevelopment, there will also be some changes to the operations of the Uniform Shop.

The Uniform Shop will not offer any uniform fittings. There will be no in-store purchases until further notice.

All Uniform Shop items can only be purchased ONLINE via our Online Uniform Shop - <https://chatswoodpublicpandc.org.au/shop/>

To assist with purchasing the right uniforms and information regarding the uniform shop operations, please refer to our new and revised Uniform Shop Catalogue.

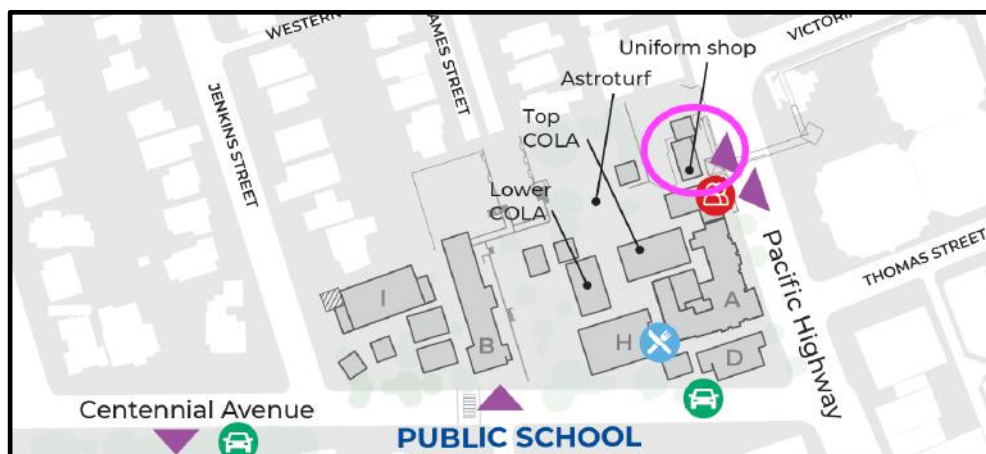


At the start of the term and through these changes, the Uniform Shop is usually overwhelmed with orders. The health and safety of our team and the community will always be our first priority and we need to protect our staff so we can continue to serve the school community. We are doing everything possible to get to your orders as quick as possible however there will be some unforeseen delays. Please be clear with your delivery selections and we very much appreciate everyone's patience. ***The school is also showing leniency with not having full uniforms for the first few days of the new school year given this present climate and restrictions.***

SHIPPING AND DELIVERY

1. Deliver to your child's classroom in the week from Mondays to Thursdays – *orders must be received by Wednesday 11.59pm for delivery in the week. The buyer will be notified via email with an "ORDER COMPLETED" email when the orders are to be delivered. Please check with your child at the end of the school day to retrieve the ordered items. If your child is not at school, we will contact you for further instructions or the order may be given to the class teacher. The Uniform Shop team shall not be held liable for items lost/misplaced after the order has been handed to the child/teacher.*
2. Australian Post Parcel Satchel with tracking delivery to a nominated address for non-bulky and fragile items up to 5kg (delivery charges apply).
 - a. *We will not be able to post bulky, non-foldable such as School Bags with this option.*
 - b. *In order to protect frontline workers, Australia Post has made the decision to not ask for signature on delivery for your order effective immediately.*
3. Limited pick-ups from Uniform Shop staff only on Tuesdays and Wednesdays, 9-10am from Uniform Shop location at the Main Campus (pictured below). **Please enter via the Pacific Highway pedestrian/student entry and the Uniform Shop is the first demountable to the right. Please ensure and observe social distancing and it is a requirement that everyone present/enter the school to pick up uniforms must register via the COVID Safe Check-in**

tool or webform. Use of face masks are highly encouraged and please abide by all government health guidelines. The cut-off for this option is 1pm the previous day for next day pick-up (e.g. Cut off at 1pm Monday for likely pick up on Tuesday). Any orders after the designated time can be collected the following week. For the safety of our community and staff, please do not enter further into the school site.



(In order to protect our staff, the Uniform Shop committee has made the decision to not ask for signature on classroom drop-off or pick-ups for your order. This is effective immediately).

For all online orders, you will receive 2 emails, one to advise we have **"RECEIVED"** your order and the next one is when your order is **"COMPLETED"**. The order will only be dispatched according to your options chosen above when you have received the **"ORDER COMPLETED"** email. This is important as we will need time to pack the order, dependent on stock availability from suppliers and to ensure that we have it ready for dispatch. **Please do not come to pick up or anticipate having the items delivered to your child until you have received the "ORDER COMPLETED" email.**

We will make every effort to have your orders ready/delivered as quick as we can *(within the week for deliveries if orders placed before Wednesday 11.59pm and 1pm the day before for pick ups only on Tuesdays and Wednesdays)* unless there are delays in stock from our suppliers which we will advise.

Please do not hesitate to email us at uniformshop@chatswoodpublicpandc.org.au should you require further information or if you have any enquiries.

- Uniform Shop Committee -