



Top Form Schoolwear values each and every one of the schools we supply uniform for and are committed to try and make the purchasing of uniform as safe as we possibly can and have your students attend school in the official school uniform.

We plan to re-open on 15th June (subject to government guidelines) and we are currently open for online delivery and click and collect orders only.

We will be following government guidelines and therefore are making changes to our premises and adding further options in the following way:

- A one way system creating a safe in and out
- The option for parents and student at the entrance to use hand sanitiser
- The creation of serving bays to allow social distancing
- The restriction of allowing 1 parent, 1 student to enter the premises. (if there is an obvious reason for more than 1 parent or student then this will be catered for)
- As numbers will be restricted entering our premises at any one time there will have to be a queuing system at peak times outside our shop
- To provide a click and collect service where customer buys online & collects (We will have a separate queue for this)
- It will be **essential** to encourage existing parents to use the click and collect service to reduce numbers that will attend our premises especially the nearer we get to back to school in September
- We are in the process of improving our size guides on the website therefore new primary school children should take advantage of the online ordering
- We will be extending our opening hours as we progress towards the back to school season
- There will be **no** opportunity to use any of our fitting rooms
- Items that are returned to us will be quarantined or steam cleaned until they are considered safe to be re sold

Where we would like your help is in advising your parents of the proposed changes by E mail. Our website continually be updated with the current situation.

As previously mentioned we are committed to try and serve the school and your parents in a safe and sensible way and will do everything we can to make this happen and provide the uniform of the school. We will also keep you informed of any changes that may have to happen if matters change.

We would be so grateful if you could help us regarding the matter of advising parents/carers. If you have any further queries please do not hesitate to call.

Many thanks to you all.

Mubashir Tufail
Director
Top Form Schoolwear