



1 September, 2018

Sale of Winter Uniforms

Dear Parents,

The PTA shop will be seeking Winter Uniforms after the half-term break. An order form is hereby attached. Please order your child's uniform by filling in this form. Alternatively you may bring your child to the PTA shop to try sample sizes, complete the order form and leave it with the PTA administrators.

The PTA shop is open **from 8:15am to 11:00am and from 1:30pm to 2:30pm, Monday to Friday.** This order form must be submitted to the PTA shop **on or before 14th September 2018.**

The ordering process is as follows:

- Complete the order form and make sure you add your child's name and class details at the top of the form;
- Ensure the size(s) and quantities of the garments required are clearly marked;
- At the bottom of the form, please select whether you would like to collect the order in person or if you would prefer to have the order sent home with your child;
- All orders submitted before **14th September 2018 will be ready by 26th October 2018 from 8:45am to 11:00am at the G/F Outside Area;**
- Please attach a cheque to the form for the total amount of your order upon submission, made payable to **Kowloon Junior School Parent Teacher Association Ltd.** on or before 14th September 2018;
- In the event of an issue with the cheque, the PTA administrators will contact you and your order will be put on hold until a new / amended cheque is submitted;
- It is imperative that payment be made before collection of the order;
- Items may be exchanged for different sizes of the same item within 5 days of collection;
- After 14th September 2018 orders can be placed with the PTA shop and parents will be informed when the uniform order will be ready for collection.

To facilitate this process and to honour all orders, we kindly ask that winter uniform orders presented to the PTA shop be picked up in the following way:

- Submit the order form in the morning, pick up the order in the afternoon;
- Submit the order form in the afternoon, pick up the order the next morning.

We aim to reduce the amount of time parents are asked to wait for their orders to be fulfilled on site. Orders will also need to be checked and packaged before collection. With your cooperation we can make this a very smooth and comfortable process.

Thank you. Kind regards,

A handwritten signature in black ink, appearing to read 'Saloni Melwani'.

Saloni Melwani ,

Chair