



“Success for Every Child”



Date: 07 Oct 2020

Dear Parents,

The PTA shop will be selling Winter Uniforms after the half-term break. An order form is hereby attached. Please order your child’s uniform by filling in this form. This order form must be submitted to the PTA shop on or before **16 October 2020**.

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 ordered 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. Please note that an appointment has to be made with PTA administrator if you would like to pick up the uniform in person on or after 29 October from 1:00 pm to 4pm (Monday to Friday);
- All orders submitted before **16 October 2020 will be ready by 29 October 2020**. Please attach a cheque to the form for the total amount of your order, made payable to **Kowloon Junior School Parent Teacher Association Ltd.**;
- 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; and
- Items may be exchanged for a different size of the same item within 5 days of collection.

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,

Saloni Melwani,
Chair of KJS PTA

Disclaimer

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