



BARNARD GROVE PRIMARY SCHOOL

Headteacher: **Mr. L. Walker** | Deputy Headteacher: **Mrs. J. Cowie**

5th December 2018

Dear Parent/Carer

Changes to our Uniform Ordering Process

The way you are able to order uniform is changing from week commencing Monday 7th January 2019. Your uniform requirements can be ordered online through our supplier Motif8. Purchasing items online will allow parents to order at their convenience and be able to keep a track of orders placed and payments made. School will still have a selection of sweatshirts for you to view/try on to confirm the size required.

The process for ordering items is as follows:

- Log on to : www.motif8.co.uk
- Select the "Schools" tab at the top of the screen.
- Select 'Primary Schools' under the category section listed on the left side of the page and choose Barnard Grove School and at this point you will be able to view all the items available to purchase.
- Click on the item you would like to purchase and then complete each box listed (size, initials, name, quantity etc) and click on the 'Add to Cart' icon. Repeat this step for additional items.
- Once you have selected all the items you wish to order click the small shopping cart icon (located on the top right of the screen) and select the "Proceed to Checkout" box.
- The "Order Summary" section is to be completed detailing your contact information and the delivery method then click on "Next" to proceed.
- The "Review & Payments" section is the final screen where you will select the payment method (PayPal, credit/debit card) and review the items you are ordering. Once you are happy with the order and payment details are entered click on the "Place Order" icon and your order will be confirmed.

Motif8 have a dedicated team of school uniform experts available if you need any help with any part of the ordering process. Their telephone number in case of any queries is **01642 601501**.

Up until the 20th December you can continue to order uniform directly with the school but starting in 2019 it will no longer be possible to order or buy items of school uniform from the office.

Yours sincerely

Miss Shears
School Administrator

Barnard Grove | Hartlepool | Cleveland TS24 9SD

Tel: **01429 230300** | Email: admin.barnardgrove@school.hartlepool.gov.uk

