

Ref PST/PHO

20th February 2015

Dear Parent/Guardian

Online Ordering for Academy Jumpers and Sports Kit

I am writing to let you know that from 1st April 2015, Brooke Weston will move to an online ordering system for Academy Jumpers and Sports Kit. As of this date, these items will no longer be available to purchase from the Academy, however samples of all items are available for parents/students to check sizes upon request. All orders must be placed directly with the supplier, Sportswear International (SWI).

Orders can be placed:

- Online at www.swi.co.uk or by following the link on the Brooke Weston Academy website. Parents/Guardians must register on the **Parents & Schools Login** page to open an account and place an order. Payment can be made by Visa, Mastercard, Solo and Maestro. Unfortunately American Express is not accepted by SWI.
- By Telephone: 0845 519 0099 – Payments can be made by the methods listed above.
- By Post: Sportswear International Ltd
Fairoak Lane
Whitehouse Industrial Estate
Runcorn
WA7 3DU

Order forms are available from the Academy Reception and Finance Office and can also be printed from the Brooke Weston website. Payments can be made by the methods listed above as well as by cheque or postal order.

Delivery of orders:

- Direct delivery to home address, by courier between 8:30am and 5:30pm. There is a delivery charge of £4.00 for orders under £70.00. Orders over £70.00 are delivered free of charge. Please note that from October to April delivery normally takes 2 to 3 working days and from May to September up to 5 working days.
- Direct delivery to the Academy. There is no delivery charge for this service. Orders must be placed with SWI online by midnight on Thursday and telephone orders by 5.00pm on Thursday to guarantee items will be available for collection from the Finance Office the following Wednesday.

Exchanges & returns

All exchanges and returns are free of charge and must be arranged with SWI directly. Orders must be returned in the original packaging using the pre-paid postage label provided. All orders should be returned to the Post Office where a receipt and tracking number will be provided. Please allow 2 working days for SWI to receive returns and up to 7 working days to deliver replacement orders. For orders originally delivered to the Academy, exchanged items will also be delivered to the Academy and parents notified.

Academy ties will still be available to purchase from the Finance Office.

Please be assured that Brooke Weston and Sportswear International will be working very closely to ensure the move to this new ordering system takes place quickly and with minimal disruption. Should you have any queries or require any further information please refer to the supplier website www.swi.co.uk or contact Mrs Hogan at the Academy on 01536 396366 ext 465.

Yours sincerely

P H Stringer
Principal