

## **CRANMORE SCHOOL UNIFORM SHOP**

### **SHOP OPENING HOURS DURING TERM TIME**

Monday 3pm to 4.45pm

Tuesday 8am to 9.30am

Thursday 8am to 9.30am

If you can't get to the School Shop during our regular opening hours and just need replacement or top-up items, we offer the following services.

#### **TELEPHONE ORDERING**

You are welcome to call the shop during the above opening hours and we will take your order and card payment over the phone. We will deliver your order to Reception that day, for you to collect within 48 hours. If the shop is busy or you phone when we aren't there, please leave a short clear message on the answering machine. Please ensure that you leave your name and phone number and we will call you back. If we are unable to make contact with you we will try again the next time we are at the shop.

If you are unable to call the shop during our opening hours, please call our office which is usually staffed from 9.30am to 4pm. We will take your order and it will be dealt with the next time we are at the shop.

#### **EMAILING**

You are welcome to email us at any time to initiate an order. Depending on when the email is sent we will usually reply within 24 hours. Once we have established your requirements (Item / Size / Quantity) the order will be dealt with the next time we are at the shop. For the purposes of payment, we do need to speak to you, as we don't like having card details sent by email.

#### **SHOPPING BY APPOINTMENT**

During the summer holidays we open by appointment to fit all new children joining the School. We are also happy to book a short 'top up' appointment for any existing parents who prefer to purchase uniform without leaving it until the last minute. Whether you just need one item or a complete new uniform, we will be happy to make you a booking during the summer holidays. Please call our office after May half term to book.

#### **PRE-TERM OPENING DAYS**

We usually open the day before the start of each new term in September, January and April. Dates and times are advertised in the Chronicle and posted on the shop door. Appointments are not required on these days – please just call in.

**Polite reminder:** For children moving from Nursery to LP, we ask that you please make an appointment for a uniform fitting.

#### **CONTACT US**

**CRANMORE SCHOOL SHOP – 01483 285518**

**SPS SCHOOL SHOPS OFFICE – 020 8687 1502**

**EMAIL - [spsschoolshops@yahoo.com](mailto:spsschoolshops@yahoo.com)**