



Ralph Butterfield Primary School

Station Road, Haxby, York, YO32 3LS

Telephone: 01904 768325

www.ralphbutterfieldprimary.co.uk

Headteacher: Mrs E Clark BA (Hons) QTS

School Uniform

Our uniform ordering process has changed from the information provided within our prospectus; we now use **'Schoolshop'** as our nominated sole supplier of uniform for Ralph Butterfield School.

Sweatshirts, cardigans, polo shirts, PE T shirts and tracksuit sweatshirts with the school logo on can be ordered and bought from Schoolshop. Please see the letter overleaf which explains the services they provide in more detail. Plain versions of school uniform can be bought from any source.

All Pupils	PE Kit KS1& KS2	PE Kit Reception Pupils
Maroon crewneck sweatshirt or maroon cardigan <i>(Boys tend to wear sweatshirts and girls cardigans)</i>	White t shirt <i>(logo ones are available)</i>	White t shirt <i>(logo ones are available)</i>
White or maroon 'polo' shirt <i>(logo ones are available)</i>	Black shorts	Black shorts
Black or grey trousers, skirt or pinafore dress or shorts. <i>(In summer pupils may wear a 'school' type dress in red/white or pink/white stripes or gingham)</i>	Pair of plimsolls	Pair of plimsolls
Footwear & coats are to be suitable & serviceable. <i>(Trainers are not suitable for day to day wear)</i>	Black crewneck tracksuit top - no hood <i>(logo ones are available)</i>	
	Black tracksuit bottoms	
	Trainers <i>(suitable for outdoor use)</i>	
<i>Please note long hair should be tied back and earrings should be removed or covered with tape.</i>		

ALL ITEMS OF CLOTHING MUST BE LABELLED AND ALL PE KIT SHOULD BE SENT TO SCHOOL IN A SUITABLE (NAMED) BAG



SCHOOLSHOP



Dear Parent,

Schoolshop are the nominated sole supplier of uniform for Ralph Butterfield School. We provide a dedicated website www.school-shop.co.uk where you can buy uniform online at a time to suit you. Each section displays the specific products for your individual school. This is easily accessed by the “**Find my School**” navigation on the home page. We also offer a comprehensive range of school uniform & accessories, from skirts and trousers through to plimssoles & bags. All of which can be ordered online **ANYTIME** through our 100% secure, easy to use online shop. We also take orders by phone, or you can visit our shop in York (please check website for opening times)

Delivery is £3.95 on orders under £40 and orders over £40 are delivered FREE. Orders are usually processed the same day or the next working day in the case of evening/weekend orders and we despatch these on a standard 48hr tracked service with Royal Mail, you will receive an e-mail notification of when your parcel is due to be delivered.

During the peak summer season and particularly during the last 2 weeks before school starts it gets extremely busy, so at this time of year we ask you to allow up to 2 weeks for delivery of your order and advise you to place your order before the guaranteed delivery cut-off date which is detailed on our website as soon as schools break for summer.

Sizing guides are shown against all products, so you know that you can order the correct size for your child with confidence, or you can call us for any advice regarding sizing.

If you have any questions or concerns, please feel free to contact us for assistance. You can reach us on **01904 607331** or by email to sales@school-shop.co.uk. We are available from 8am to 5pm Monday to Friday.

Below is an easy, step by step guide of how to use the online ordering system.

1. Log onto www.school-shop.co.uk
2. On the left hand side is the main navigation bar & above this is a box titled “Find my School”. Drop down the list of schools to find Ralph Butterfield School. Click on the school name and all your products will load
3. Click on the product you want to buy. All the instructions for buying are self-explanatory. Click the back button to return to the main products
4. When you have chosen all the items you need, proceed to the checkout. You can either register and save your details for a future visit, or you can use the express checkout
5. We accept all major credit & debit cards and you will receive an automated confirmation of your order
6. You will receive another e-mail when your order is despatched and a further e-mail from Royal Mail to confirm the delivery date, this will be on the date of delivery usually 2 working days after we despatch your order (Mon – Sat)

If you have any questions or require any advice please contact us on 01904 607331, alternatively you can e-mail sales@school-shop.co.uk.

Yours sincerely,

Peter

Peter Dalton
Schoolshop