



**St Joseph's Primary School  
School Community Council**

31 Queen Street, Bombala, 2632

Ph. 6458 3776 Fax. 6458 3990

ABN 27793307251

Chair: Anna Vincent

## **UNIFORM ORDERING POLICY**

### **UNIFORM COORDINATOR ROBYN PHILLIPS**

**TEL. 6458 3347 or 0419 462 535      EMAIL. [murry2@bigpond.com](mailto:murry2@bigpond.com)**

School Uniform at St Joseph's Bombala is managed by the School Community Council (SCC) **not the school** and all requests for uniform will be processed and filled by the Uniform Coordinator (or another member of the SCC in their absence)

Orders for uniform can be sent into school on the order form at any time during the school term. At school they will be placed in the "uniforms in tray" to await processing by Robyn.

**Thursday** will be the only day for uniform orders to be processed by Robyn, who will go into school around lunchtime and check for orders, fill orders and forward them.

Uniform Items will not be given out until payment is received for the order. Payment options are Direct Debit placing your name as the reference and adding the receipt number to the order form (Details: St Joseph's Community Council On Call Account, BSB 062 786, ACCT NO 28547) Cash or Cheque (made out to St Joseph's School Community Council).

The usual method for the delivery of uniform orders will be in the school bag of the eldest child on a Thursday afternoon. Should you not wish for uniform to be sent home with your child please contact Robyn to organise an alternative method.

Robyn is available on a Thursday to try on sizes or make exchanges or returns. To do this please contact her direct to make a mutually convenient time.

Should uniform be required urgently for any reason please contact Robyn Phillips direct on the contact details provided above.

Ideally a large uniform order for the change of season should be completed (where possible) prior to the end of the previous term as we don't keep large amounts of all stock on hand and it allows for it to be ordered before it is required.

Any Uniform queries or issues please contact the Uniform Coordinator.



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