



22nd April, 2020

Dear St Columba's Parents and Caregivers,

As of the 1st of May 2020, Jenny Franklin Enterprises (JFE) will be responsible for the running and supply of the school uniform shop.

Mr Lombardi has contacted the school community to advise that summer uniform can be worn for the first 4 weeks of Term 2.

All uniform purchases will be available from the 1st May 2020.

Whilst we are in the middle of the COVID 19 situation, the uniform shop on site will not be open, but moving forward once this situation has passed, the uniform shop will open during school terms every Wednesday morning 8.15 – 9.00am. Uniforms can be tried on for size and purchased at this time and EFTPOS facilities will be available.

During COVID 19 we will be delivering to the school twice a week (Wednesday and Friday) for prepaid email/phone orders. Orders can also be picked up from Osborne Park during office hours. Please note due to the restriction's uniforms cannot be tried on during this time. Exchanges can only be made for purchases after 1st May 2020.

During term holiday breaks the uniform shop will not be open at school, however our office in Osborne Park will be open Monday – Thursday 7.30am – 3.30pm and Friday 7.30am – 1.30pm for uniform purchases.

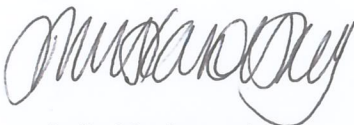
The shop will be located downstairs next to the Canteen opposite OSHC and will be fully stocked with all previously existing uniforms. Please note there has been no changes to existing styles.

Order Procedures for orders placed via email as follows:

- The order form can be downloaded from the school website and emailed to JFE directly on sales@jfe.net.au. All enquiries to be made direct to JFE either by phone or email.
- Please email all orders to JFE by midday on Tuesday for delivery to the school on Wednesday. The orders will be delivered to the student's classroom for them to bring home on that day.
- Emailed orders will need to be prepaid using your credit card details listed on the order form or phoned through on 9204 1701 if preferred.
- Please note that any garments purchased prior to 1st May 2020 cannot be returned for credit, however we will exchange size if required provided that the garment is returned in new, unworn condition with tags attached.
- Once the uniform shop is operating, our normal Returns policy is to accept returns for exchange of sizes within 14 days, however we do not refund due to change of mind. We reserve the right to repair any garment due to a fault in manufacture and will do so in a timely manner.

We at JFE look forward to servicing the St Columba's Community with their uniform requirements and please do not hesitate to contact us if you have any queries.

Yours sincerely,



Jodie Muskarovsky
Sales Executive



Jenny Parsons
Office Administration