



If you are unable to purchase items online (e.g. no computer access) please contact Mrs Jenny Hibberd in the Student Office on 01509 557560 ext 135.

1. To access the **New School Uniform** link on the Woodbrook Vale School website click on the **Parents** tab and then **New School Uniform**



2. On the New School Uniform page click on the link 'Please click here' and you will be automatically redirected to the Orchard Clothing website.
3. Click on the garment required, choose size and quantity and click 'ADD TO BASKET'
4. Select 'CONTINUE SHOPPING' for more garments or select 'CHECKOUT'
5. Once you get to the delivery options page, you can either choose delivery to school (free of charge) or home delivery (from £4.95) and select 'CHECKOUT'
6. Select new online customer and register yourself with the website
7. Once the necessary details are entered, the next screen will display the summary of your order.
8. Once you 'tick' and agree with the terms and conditions, select payment method, 1) Credit/Debit card (complete details) or 2) by post.
9. The final screen will give you the order confirmation and if you're paying by cheque, print the page and send it to Orchard Clothing Limited at the address provided.