

16 November 2018

Dear Parents/Carers

Please see below, information that has been relayed to us from SWI, our school uniform provider ([www.swi.co.uk](http://www.swi.co.uk)).

*As part of our continued investment in market leading IT and E-Commerce platforms we will be upgrading parts of the website and IT system over the next few weeks.*

*Due to this we will not be taking orders for 1 week starting on Monday 19 November. We have selected this week due to the low order volume to minimise disruption to schools and parents/carers.*

*The new system will not affect the way you place your orders in the future and from **Monday 26 November** business will resume as normal.*

*If you are considering placing an order in the near future, please could you do so before **Monday 19 November**.*

*Apologies for any inconvenience this may cause.*

Yours faithfully

Ms H Thomson  
Head of Communications, Administration & Governance Professional Services.