

* **We will start taking orders for free school uniform again from Tuesday 2nd May and we will provide uniform on a “first come first served basis.”**
* **The service can be accessed by post, phone and email. Please be very careful about ordering.**
* **The age range is 4-16 year olds.**
* **Only Support Workers can refer but families or Support Workers can check if referrals are current. Please ring 834 3140 with referral queries. We will need a current referral before we can take any orders.**
* **In advance**

Please check with your school website for colours and styles.

We **cannot** help with badged/logo items.

Wood Street can only provide one uniform set per year. We advise families to order for September. Please measure children and allow for growth rather than rely on “age” alone (there is a size guide on the back of the order form).

* **Ways to complete Order Forms**

Families who are currently referred, can request order forms (by phone) or download forms (from our website) and **return them by post or email** to Wood Street Mission (details below).

**Support Workers can assist** families in completing forms, then email or post the forms to Wood Street Mission. In all cases please follow the steps on page 2 of this sheet and **return one Order Form per child**.

* **Families can ring for help with Order Forms on 07895 375730 on Tuesday, Wednesday or Thursday between 9.30am-3.30pm.**
* We will notify Support Workers and parents through email and social media when the funding is exhausted.
* Please be very careful with measurements and orders as **returns or exchanges are not possible.**

**2 How to fill in the Uniform Order Form.**

**Use a separate “Uniform Order Form” for each school-aged child, *e.g. 2 children = 2 separate order forms.***

**There is an order form for Girls and an order form for Boys uniforms.**

**You may order 1 set of uniform for each child.**

**Step 1.** Choose the boy’s or girl’s form.

**Step 2.** Fill in your name, address, postcode, telephone number and child’s date of birth.

A mobile phone number will help with delivery.

**Step 3.** Choose between polos, shirts or blouses, then circle/highlight the colour and sizes you need on the Uniform Order Form and return the form to Wood Street Mission.

**Uniform choices**

|  |  |  |
| --- | --- | --- |
| **Boys Uniform** |  | **Girls Uniform** |
| Polos x3 **or** Shirts x4 |   | Polos x3 **or** blouses x4 |
| Trousers x1 |  | Skirt or trousers x1 |
| Sweatshirt x1 |  | Sweatshirt x1 |

Uniforms will be delivered to family homes in 6-8 weeks.

If the home address is likely to change, or is not secure, please contact us.

**Wood Street Mission, 26 Wood Street, Manchester, M3 3EF.**

**Tel 0161 834 3140 Please use this number for Referral checks.**

**Tel 07895 375730 Please use this number for Uniform Order queries only**

 [**www.woodstreetmission.org.uk**](http://www.woodstreetmission.org.uk)**referrals@woodstreetmission.org.uk**

**Charity No 1078337**