

**Uniform Guide & Price List for
Lawford CEVA Primary School**



At the time of producing this leaflet we are still operating under government guidelines during Covid 19 Pandemic. Please check our website www.coes.co.uk/backtoschool for the latest information updates and our store opening hours.

Dear Parents, Guardians and Students

We have designed this booklet to help you to order your school uniform with ease, whilst understanding the requirements from the school.

As stated on the front of this information pack, we are currently operating our stores under government guidelines during the Covid 19 pandemic. We will have social distancing guidelines in place over the summer across all our stores and therefore there will be a reduced number of customers permitted into the stores at any one time. We will therefore be operating an appointment system within the Ipswich Schoolwear area from the 1st July to the 11th September inclusive.

To this end we will have the following channels of purchasing school uniform available this year :

Online at www.coes.co.uk.

All school uniform, school shoes, sports trainers and other sports accessories are available to purchase via our online channel. We have our back to school hub page available online which has a “how to measure guide” on it, both for clothes and shoes, as well as other tips and a downloadable tape measure if required.

Delivery of orders can be to either your home or alternative address. Charges are

Order Value	UK Standard (3-5 working days)	UK Express (1-2 working days)
Up to £75.00	£2.99	£4.99
£75.00 plus	Not Applicable	Free

Click & Collect

As Schoolwear is predominately available from our Ipswich store, the option to click and collect from this store is available. All Click & Collect parcels will be held for a maximum of 14 working days after notification of their availability. Thereafter the order will be cancelled, goods returned to stock and your card credited. Please await to receive notification that your order has been picked prior to coming to store to collect.

We are in the process of updating our website so our instore loyalty system works across all channels, as well our customer account.

In Store

For those whose preference is to visit the store(s) and be fitted then please use the online appointments system to book your appointment with a member of the Schoolwear team in Ipswich.

Our shop opening hours are as follows :

Ipswich	Normal Opening Hours	Monday – Saturday	9.00 am to 5.30 pm
Felixstowe	Normal Opening Hours	Monday – Saturday	9.00 am to 5.30 pm
Maldon	Normal Opening Hours	Monday – Saturday	9.00 am to 5.30 pm
Newmarket	Normal Opening Hours	Monday – Saturday	9.00 am to 5.30 pm
Kings Lynn	Normal Opening Hours	Monday – Saturday	9.00 am to 5.30 pm

Schoolwear department in Ipswich for appointments only

1 st July – 31 st July	Monday – Saturday	9.00 am to 5.30 pm
1 st August – 11 th September	Monday – Friday	8.30 am to 7.30 pm
1 st August – 11 th September	Saturday	8.30 am to 5.30 pm
1 st August – 11 th September	Sunday	10 am to 4 pm

The appointments for our Ipswich store can be booked via our main back to school hub page on our web site : www.coes.co.uk/backtoschool, and will be live from the 1st June. A guide as to how long the appointment would need to be is shown within the Hints & Tips section and is based on one child for either a complete day uniform, or day and sports uniform. Your appointment will be confirmed by email. Please note if you require either school shoes or sports trainers/boots and or equipment then these can be purchased after your Schoolwear appointment. We will assign you a member of the team as soon as your appointment is finished in Schoolwear.

If you are looking to go to one of the branches to purchase your uniform, please note that appointments are not required at these, however there will be a limit on the number of customers allowed in store and therefore you may be required to wait. Please also note that the majority of all uniform is held at Ipswich, so if you are looking to visit another store, then it would be beneficial to make contact with that shop so they can either reserve an item for you, or arrange for stock to be transferred into store.

Email address are :

Ipswich : help@coes.co.uk
 Maldon : maldon@coes.co.uk
 Kings Lynn : info@goddardsonline.co.uk
 Felixstowe : Felixstowe@coes.co.uk
 Newmarket : info@goldingofnewmarket.co.uk

If you need to come in store to exchange a Schoolwear item, then please where possible book an appointment, otherwise you will be asked to wait until we have a “gap” and or member of staff available who will be able to assist. Please note at busy times this wait might be quite long and will be monitored by a paging system.

Our normal returns policy is 30 days for exchange or refund. However, should your child have grown extensively over the summer and you need to exchange an item of uniform, then this period will be extended up to 20th September, or 30 days from the date of your receipt, whichever is the longer. Please note that all items need to be in an unused condition, with labels on and not named. This does not affect your statutory rights.

For all Schoolwear purchased, either online or instore, between the 20th June and the 31st July 2021 these transactions will be eligible for double Coes loyalty points.

Assistance

We have a uniform measuring guide and a “how to measure” video available to assist via our back to school hub page www.coes.co.uk/backtoschool. The general guide is below, however each garment also has a size guide with it as we are well aware that sizes will vary from garment to garment depending upon manufacturer. We are also currently reviewing all of these based on feed back from parents over the last year and adding additional information where we can in respect of fit.

Should you have any questions regarding the size guides then please make contact with our customer services team (Tel 01473 256061) or customerservices@coes.co.uk).

Please note that the size guide given here is a generic one and for guidance only as no one child is the same as the next. To assist with this, we also have an online tape measure available to download and print off.

A School uniform price list is shown at the end of this information pack and a full uniform listing of what is compulsory or optional will be linked to your School Shop page on our web site.

Covid19 & Delivery

Things may be improving in the UK in respect of Covid19, in that non-essential retail stores are now allowed to be open, however this is not the case across all parts of the world, some of which produce garments for the Schoolwear sector which may, with the current added shipping pressures in getting goods into the UK, might mean some delays over the summer. However we would ask that you order early so we can reserve any items that we do not have in stock.

How To Measure for School Uniform

Before you get started:

Here are some general points:

1. Before measuring your child, please ensure they are wearing thin clothes and are standing in bare feet.
2. Children are quite squashy! If you pull the tape-measure tight the dimensions will get smaller, so when the garment arrives it will be too tight. The tape measure should feel a little loose, and it should be possible to slip 2 fingers under the tape easily.
3. Please be aware of the units you are measuring in. Either use inches or cm throughout.
4. For products that have size measurements as well as ages, you should always order by size as the age is only an approximation.

Height

Measure your child in bare feet from the floor to the top of their head. You might find it easier to do this whilst they are standing against a wall. Mark straight across the head and then measure from the floor to the mark.

Chest

Ensure that your child's arms are down by their side. Measure the chest at the fullest part placing the tape measure close up under their arms and keeping it level. Please ensure that the tape is not pulled too tight, you should be able to easily place a finger underneath the tape.

Collar

Place the tape measure around the base of the neck where the collar sits. We suggest putting two fingers underneath the tape so that it's not too tight and to get the most suitable measurement.

Waist

Measure your child's waist by finding the narrowest part of their torso; this is normally a couple of inches above their hip bone and often, but not always, in line with the belly button. If your child has no natural narrower part of their torso, take their waist measurement from about halfway between top of their hip bone and bottom of their rib cage. Please ensure that the tape is not pulled too tight, and that they are not holding their breath!

Inside Leg

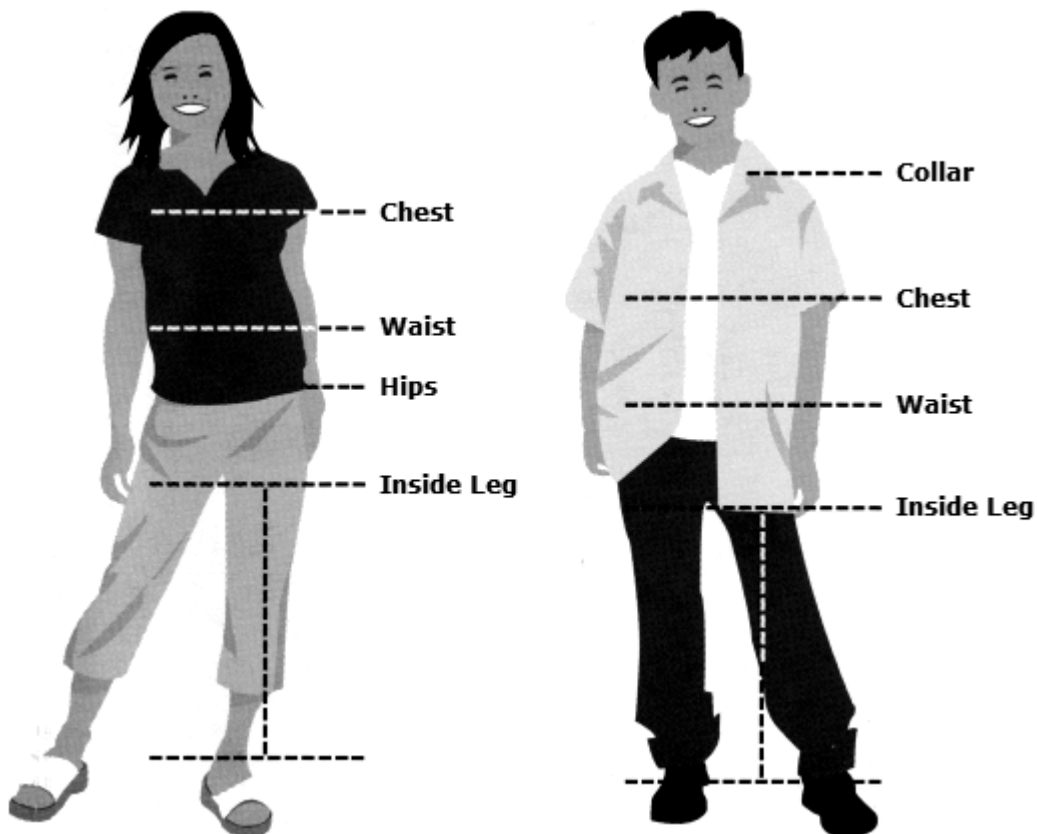
Measure from the crotch to the indentation below the ankle bone where you would like the trouser hem line to finish. If you want to allow for growth, then ensure your child is standing in bare feet and then measure from crotch to the ground ensuring your child is looking straight ahead.

Waist to Knee (Girls only)

Please measure from your child's natural waistline, this is usually above their tummy button, to the center of the knee cap. Use this measurement to calculate the most suitable skirt length for your child based on the school's regulations.

Dress/Tunic Length (Girls only)

Measure from the nape of the neck to the length required (normally middle/base of knee)



Boys Size Guide Table

The following measurements are only to be used as a guide as each child is different and there is no average child for age range.

Age		3	4	5	6	7	8	9	10	11	12	13	14	15	16
Height	/Inches	38	41	43	46	48	50	53	55	58	60	63	66	69	70
	/CM	97	104	110	116	122	128	134	140	146	152	160	168	174	176
Collar	/Inches	11	11	11.5	12	12.5	12.5	13	13	13.5	14	14	14.5	15	15.5+
	/CM	28	28	29	30	32	32	33	33	34	35	35	37	38	39+
Blazer	/Inches	23	24	25-26	27	28	29	30	31	32	33	34	36	38	40+
	/CM	58	61	65	69	71	74	76	79	81	84	86	91	96	102+
Knitwear	/Inches	24	26	28	28	30	30	32	34	34	36	36	38	40	42
	/CM	61	66	71	71	76	76	81	86	86	91	91	96	102	107
Games Top	/Inches	24	24	26	28	30	30	32	32	34	36	38	40	42	42-44
	/CM	61	61	66	71	76	76	81	81	86	91	96	102	107	107-112
Polo Shirt	/Inches	20	22	24	26	28	28	30	30	32	34	34	36	38-40	42-44
	/CM	51	56	61	66	71	71	76	76	81	86	86	91	96-102	107-112
PE Shorts	/Inches	20	22	22	24	24	26	26	28	30	32	32	34	34	36
	/CM	51	56	56	61	61	66	66	71	76	81	81	86	86	91
Sweatshirt	/Inches	25	25	26	26	28	28-30	30	32	32-34	34	36	38	38-40	40-42
	/CM	64	64	66	66	71	71-76	76	81	81-86	86	91	96	96-102	102-107
Shorts & Trousers	Waist measurements can vary for each age group. Measure child to obtain actual size. Length for inside leg to be measured from crotch to floor without shoes on.														

W D Coe Limited, 20-28 Norwich Road, Ipswich, Suffolk, IP1 2NH

Telephone : 01473 256061 Email : customerservices@coes.co.uk

Registered in England Number 671546. Registered Address 20-28 Norwich Road, Ipswich, Suffolk, England, IP1 2NH

Girls Size Guide Table

The following measurements are only to be used as a guide as each child is different and there is no average child for age range.

Age		3	4	5	6	7	8	9	10	11	12	13	14	15	16
Height	/Inches	38	41	43	46	48	50	53	55	58	60	63	66	69	70
	/CM	97	104	110	116	122	128	134	140	146	152	160	168	174	176
Blouse	/Inches	22	22	24	26	26	28	30	30	32	34	34	36	38	40+
	/CM	56	56	61	66	66	71	76	76	81	86	86	91	96	102
Blazer	/Inches	23	24	25-26	27	28	29	30	31	32	33	34	36	38	38+
	/CM	58	61	65	69	71	74	76	79	81	84	86	91	96	96+
Knitwear	/Inches	24	26	28	28	30	30	32	34	34	36	36	38	40	40+
	/CM	61	66	71	71	76	76	81	86	86	91	91	96	102	102+
Games Top	/Inches	24	24	26	28	30	30	32	32	34	36	38	40	42	44
	/CM	61	61	66	71	76	76	81	81	86	91	96	102	107	110
Polo Shirt	/Inches	20	22	24	26	28	28	30	30	32	34	34	36	38-40	42-44
	/CM	51	56	61	66	71	71	76	76	81	86	86	91	96-102	107-112
PE Shorts	/Inches	20	22	22	24	24	26	26	28	30	32	32	34	34	36
	/CM	51	56	56	61	61	66	66	71	76	81	81	86	86	91
Sweatshirt	/Inches	25	25	26	26	28	28-30	30	32	32-34	34	36	38	38-40	40-42
	/CM	64	64	66	66	71	71-76	76	81	81-86	86	91	96	96-102	102-107
Skirt	Waist measurements can vary for each age group. Measure child to obtain actual size. Length to be from waist to where the hem should finish.														
Trousers	Waist measurements can vary for each age group. Measure child to obtain actual size. Length for inside leg to be measured from crotch to floor without shoes on.														

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Shoe Conversion Guide

UK	9	9.5	10	10.5	11	11.5	12	12.5	13	13.5	1	1.5	2	2.5	3	3.5
Continental	27	27.5	28	28.5	29	30	30.5	31	31.5	32	33	33.5	34	35	35.5	36
UK	4	4.5	5	5.5	6	6.5	7	7.5	8	8.5	9	9.5	10	10.5	11	12
Continental	37	37.5	38	39	39.5	40	40.5	41	42	42.5	43	43.5	44.5	45	46	47

Socks / Games Socks

Sizes Available

Size Range	6/9	9-12.5 / XS	12.5 – 3.5 / S	4 – 7 / M	7 – 11 / L	11 – 13 / XL
Ankle Socks – 5 pr pack						
Knee High Socks – 3 pr pack						
Games Socks – General						
Games Socks – Bespoke *						

*Sizing dependent upon School.

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Hints & Tips

The following are some general hints and tips to consider when purchasing school uniform.

Jumper

Depending on how fitted you wish to wear your jumper/sweatshirt go up a size.

Skirts

All junior girl's skirts come with half elastic waistband.

Skirts should always fit to the knee to allow for growth during the year. School policy is that the skirt cannot be any shorter than top of knee.

Trousers

All junior ranges of trousers come with half elastic waistband.

Please note that all our David Luke senior boys and girls trousers come with elastic in the waistband so you are able to go up a size to allow for growth if required.

PE/Games Tops

These should always be bought slightly bigger to allow for growth and ease of taking on and off in a hurry when changing.

Cotton PE Shorts

These have elastic band around the whole of the waistband.

Jogging/Tracksuit Trousers

These have a draw string to pull the waist in tighter.

Don't Forget Nametapes

To avoid your uniform getting lost we have a range of nametapes from stick and wash to sew on woven.

Appointment Times

Based on our experience we believe you should allow the following timings for an appointment.

Day Uniform only	20-30 minutes
Day & Sports Uniform	30 minutes

May 2021

**Lawford Primary School
Uniform Price List**

<u>Boys Uniform</u>	From £	To £	<u>Girls Uniform</u>	From £	To £
Jumper*	19.50	22.95	Cardigan*	19.95	23.50
			Jumper*	19.50	22.95
Shirts (Twin Pack)	16.95	21.95	Blouse (Twin Pack)	16.95	21.95
Tie*	3.95	4.50	Tie*	3.95	4.50
Shorts	15.95	17.95	Skirt or Trousers	14.95	16.50
Trousers	14.50	19.95	Pinafore	17.50	21.50
Socks Ankle (5pp)	7.50		Summer Dress	15.95	
Book Bag*	7.50		Socks Long (3pp)	6.50	
Shoes	From £43.00		Tights	10.95	11.95
			Book Bag*	7.50	
			Shoes	From £43.00	
<i>Blazer</i>	29.95		<i>Blazer</i>	29.95	
<i>Blazer Badge*</i>	4.95		<i>Blazer Badge*</i>	4.95	
Sportswear			Sportswear		
Polo Shirt*	9.50		Polo Shirt*	9.50	
Shadow Shorts	4.50	5.95	Shadow Shorts	4.50	5.95
PE Bag*	7.50		PE Bag*	7.50	
Plimsolls	15.00		Plimsolls	15.00	
Trainers	From £30.00		Trainers	From £30.00	

Items with * to be purchased from Coes all other items can be purchased from any retailer/store.
Items in italics are optional.

Buy Schoolwear Online – www.coes.co.uk

If ordering online and you have any questions regarding sizes please email the customer services team and they will be happy to advise.

Email : customerservices@coes.co.uk

Please refer to our web site for shop opening hours & other information : coes.co.uk/backtoschool

Please note prices are subject to change.

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