



# HIGHDOWN SCHOOL AND SIXTH FORM CENTRE

Surley Row • Emmer Green • Reading • RG4 8LR  
Tel: 0118 901 5800 Fax: 0118 901 5801  
E-mail: [office@highdown.reading.sch.uk](mailto:office@highdown.reading.sch.uk)  
[www.highdown.reading.sch.uk](http://www.highdown.reading.sch.uk)

Headteacher:  
Rachel Cave BSc. NPQH

Dear Parent/Carer

## SCHOOL UNIFORM

School uniform is available to order online, directly from our supplier, SWI Ltd.

You will be able to choose from the following options to place your order: -

Online: [www.swischoolwear.co.uk](http://www.swischoolwear.co.uk) and order via DIRECT TO PARENTS. You will be able to find a direct link to SWI Ltd from our school's website. On your first visit to the website, you will be asked to register your details as a new user.

By telephone: call on 01928 752610 – Option 1

We recommend you place your back to school order with SWI Ltd before Tuesday 1 August 2023. Items can be delivered either direct to your home address (this is subject to a small delivery charge of £4.50 for orders under £75) or free delivery into school every Monday for parents/students to collect from the Finance Office on Tuesday (term time only). Our final delivery into school will be Monday 17 July 2023 this will include any orders placed with SWI Ltd before 5pm on Thursday 13 July 2023. Normal deliveries will recommence on Monday 4 September 2023. No deliveries are planned between these dates.

Please order in plenty of time to allow for any returns/re-orders if necessary to ensure that all uniform is correct for the start of term.

If your child is eligible for free school meals, has been eligible within the last 6 years or is the child of a parent in the services please contact the finance office for a uniform voucher/code, 0118 9015809 or [finance@highdown.reading.sch.uk](mailto:finance@highdown.reading.sch.uk). This will allow you to purchase the compulsory uniform directly with SWI Ltd. Your order can only be processed by phone, 01928 752610 option 1, quoting the voucher code once you reach the payment option. The voucher will be valid from 24 May 2023 to 1 December 2023.





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SWI Ltd offer a 30 day returns policy on all goods. Goods will need to be returned directly to SWI Ltd in their original condition and packaging. Items which are not in their original packaging or have any tags removed will not be eligible for a refund. If you have any discrepancies with your order, please report these within 48hrs by emailing [customerservice@swi.co.uk](mailto:customerservice@swi.co.uk). It can take up to 7 working days for the voucher credit to go back onto your account. Once the voucher credit has been applied, you'll then be able to place a new order. Should you exceed the voucher amount, the remaining balance will need to be paid by credit or debit card.

There is a sizing guide available on SWI's website [www.swischoolwear.co.uk/help](http://www.swischoolwear.co.uk/help).

Should you have any further questions regarding the purchase of uniform then please do not hesitate to contact us.

Yours sincerely

Lisa Fullbrook  
School Manager

