

Uniform Guide & Price List for

# Copleston High 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](http://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. As and when we open our stores they will be opened under social distancing guidelines and therefore there will be a reduced number of customers permitted into the stores at any one time. To this end we are requesting wherever possible for this year that as many uniform requirements are placed online rather than instore, especially those that are currently at the school and just need to refresh their uniform or go up in size. If you are on our loyalty system, but cannot read the size details of the garments you currently have, then please make contact with our customer services team at [customerservices@coes.co.uk](mailto:customerservices@coes.co.uk). They will be able to look at your historical data and advise you of the sizes last purchased.

If you wish to Click & Collect – this option is available at any of our stores during normal trading hours. For our Ipswich store for the months of July, August and first week of September this will be from the front of 14-16 Norwich Road (The old Co-Op food store). This building is located two doors down from the main shop heading into Ipswich Town Centre.

All Click & Collect parcels will be held for a maximum of 10 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 one of the stores to collect.

For all online orders placed for Schoolwear you will have either 30 days or up to the 30<sup>th</sup> September 2020 to return these items to us for a full refund, whichever is the longest. Please note that all items need to be in an unused condition, with labels on and not named. On receipt of the garments a full refund of the purchase price or exchange will be actioned. This does not affect your statutory rights.

For all Schoolwear orders placed online between the 20<sup>th</sup> June and the 31<sup>st</sup> July 2020 no matter what the basket price, delivery will be free of charge within the UK. Please use the voucher code BTSDEL in the checkout basket to receive this offer.

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. The appointments can be booked via our main back to school hub page on our web site : [www.coes.co.uk/backtoschool](http://www.coes.co.uk/backtoschool), and will be live from the 23<sup>rd</sup> 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.

We have also updated our uniform measuring guide and included a video as well. The general guide is below, however each garment also has an up to date size guide with it as we are well aware that sizes will vary from garment to garment depending upon manufacture.

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.

## 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, but 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

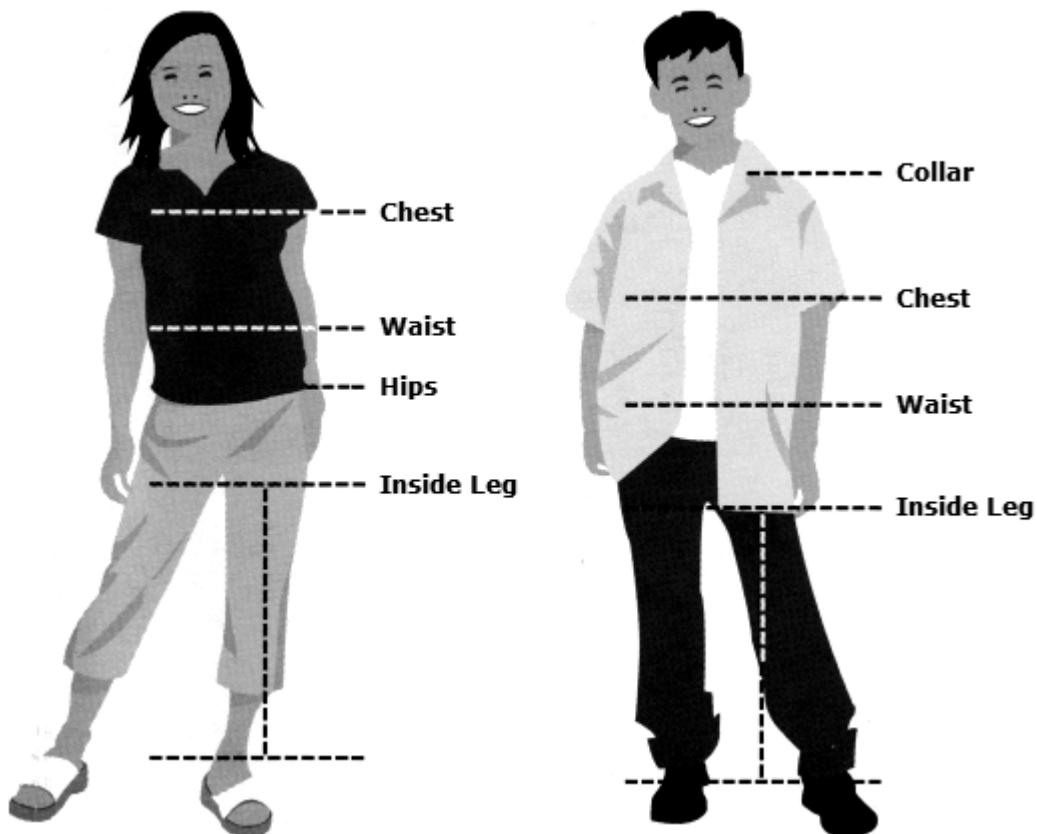
Ensure that your child's arms are down by their side. Measure the chest at the fullest part placing the tape measure close up under their arms and keeping it level. Please ensure that the tape is not pulled too tight, you should be able to easily place a finger underneath.

## 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 not 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.



## 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.													

## 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.														

## 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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Knee High Socks – 3 pr pack	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Games Socks – General		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Games Socks – Bespoke *		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

\*Sizing dependent upon School.

## Hints & Tips

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

### Polo Shirt

These are good to size and age/chest measurements are on the web size guide.

### Sweatshirt

These are good to size and age/chest measurements are on the web size guide.

### Trousers

Please note that all our David Luke 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.

### PE Shorts/Games Shorts

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

### 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 allow the following timings for an appointment.

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



May 2020

## Copleston High School Uniform Price List

	Boys Uniform		Girls Uniform		
	From £	To £	From £	To £	
Polo Shirt*	8.95	11.95	Polo Shirt*	8.95 11.95	
Sweatshirt*	11.50	17.95	Sweatshirt*	11.50 17.95	
Trousers	20.50	26.95	Trousers	15.95 25.95	
Socks (5 pp)	7.50	9.50	Socks (5 pp)	7.50 9.50	
Shoes	From £50.00		Shoes	From £50.00	
Polo Shirt*	14.95	17.50	Polo Shirt*	14.95 17.50	
Hoodie*	14.95	22.50	Hoodie*	14.95 22.50	
Black Shorts	8.95	10.50	Black Shorts or	8.95 10.50	
			Black Skort	14.50 17.50	
Black Socks	4.50	6.95	Black Socks	4.50 6.95	
White PE Socks	4.99	5.99	White PE Socks	4.99 5.99	
<i>Tracksuit Trs.</i>	18.95	22.95	<i>Tracksuit Trs</i>	18.95 22.95	
Mouthguard	From £5.99		Mouthguard	From £5.99	
Shin Pads	From £9.99		Shin Pads	From £9.99	
Football Boots	From £39.99		Football Boots	From £39.99	
Trainers	From £29.99		Trainers	From £29.99	

Items in italics are optional.

Items with asterisk are to be purchased from either Coes or PMG.

### Buy Schoolwear Online – [www.coes.co.uk](http://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](mailto:customerservices@coes.co.uk)

**Please refer to our web site for shop opening hours & other information : [coes.co.uk/backtoschool](http://coes.co.uk/backtoschool)**

Please note prices are subject to change.

