



## **Direct To Parent Guide**

## Overview

The Direct to Parent supply solution gives parents the ability to order Uniform and PE Kit 24 hours a day via online the SWI ordering system. Orders can be placed either online, by phone or post. We offer home delivery service as well as an easy Returns System.

## How to Order

Parents/students can place their orders:

1. **Online:** [www.swi.co.uk](http://www.swi.co.uk) 2.

**Phone:** 01928 752610

3. **Post:**

Sportswear International Ltd, Fair oak Lane, Whitehouse Industrial Estate, Runcorn, WA7 3DU

## Online Ordering

The screenshot shows the SWI Schoolwear website homepage. At the top left is the SWI Schoolwear logo. To the right is a search bar, a privacy link, and contact information: 0845 519 00 99 / schoolwear@swi.co.uk. Below this is a shopping cart icon showing 'No Items - £0.00' and a 'Login/Register' link. A navigation menu includes 'Home', 'Uniform & Sportswear', 'Supply Methods', 'Products', 'About', and 'Contact'. The main content area features two large images with circular call-to-action buttons. The first image shows four students in school uniforms with a button that says 'Choose your Uniform & Sportswear' and 'Click Here >'. The second image shows a student writing in a notebook with a button that says 'Choose your supply method' and 'Click Here >'. Below these are two smaller promotional boxes. The first, 'The SWI Story', includes a play button icon and a 'Click to watch video >' link. The second, 'Parent & Schools Login', features a 'Login' button and a 'Login / Register' link. The text in the 'Parent & Schools Login' box reads: 'Login to our online ordering system for Parents & Schools and buy your school uniform and PE kit.'

Ordering online couldn't be easier. Simply visit our website [www.swi.co.uk](http://www.swi.co.uk) and select the **Parents & Schools Login** link on the right of our homepage.

New customers will be asked to register and follow the online instructions to link their account to a chosen school. Once you are registered you can begin to order straight away.

All of the Uniform and PE Kit products will be displayed with an indication if the product is compulsory or optional.

# Christleton High School

## Important Information

Please find below tabs for each gender - to order please click on the relevant tab and select the items you require.

Please ensure you visit our accessories tab for our most recent special offers and if you have any questions or queries please visit our FAQ/Sizing tab below



<b>Boys</b>	Girls	Accessories	FAQ / Sizing
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### Boys

Schoolwear for boys is shown to the right. Please click on an item and enter the quantity required into the correct box. Please note which items have been marked by the school as **compulsory** and **optional**.



Trinity Tracksuit Pants  
Optional Item



Boys Savile Suit Trousers  
Optional Item



Boys Long Sleeve Shirt (2 Pack)  
Optional Item

## Adding items to the basket

To add an item to your basket, click on the picture or the name of the product then select the size required from the drop down menu and click **Add to Basket** button.

Home / Christleton High School / Trinity Tracksuit Pants



### S-tec Trinity Tracksuit Pants

Product Code: AAAA11414

£14.15

Stylish track pants to go with the Trinity track suit top and complete the look.

- Outer fabric: 90% Polyester, 10% Spandex
- Inner fabric: 65% Polyester, 35% Cotton to the knee
- Soft touch outer fabric with luxury feel lining
- Two zipped pockets
- Twin needle stitching on stress seams
- Elasticated waist with draw cord
- Long leg zips with straight leg finish

Colour:



Navy/White

Sizes:

30

Add to Basket

Simply type the quantity you wish to order into the quantity box which will automatically update. Once all items have been added to the basket click **View Basket** button.



Home / Christleton High School / Trinity Tracksuit Pants



### S-tec Trinity

Product Code

£16.25

Item Details	Quantity	Price	
Trinity Tracksuit Pants NAWH 32	1	£16.25	<a href="#">Remove</a>
		Subtotal:	£16.25
		VAT:	£0.00 (GBP)
		Total:	£16.25
		<a href="#">Close</a>	<a href="#">View Basket</a>

Stylish track pants to go with the Trinity track suit top and complete the look.

- Outer fabric: 90% Polyester,10% Spandex
- Inner fabric: 65% Polyester, 35% Cotton to the knee
- Soft touch outer fabric with luxury feel lining
- Two zipped pockets
- Twin needle stitching on stress seams
- Elasticated waist with draw cord
- Long leg zips with straight leg finish

Colour:



Navy/White

Sizes:

32

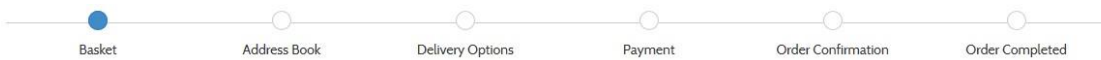
[Add to Basket](#)

## Basket

You will be taken to the basket page to confirm your order.

Quantities can be increased / decreased within this screen.

Should an item need to be removed from the order click **Red Remove** button.



## Basket

Item Details	Quantity	Item Price	Subtotal	
Trinity Tracksuit Pants Colour/Size: NAWH 32	1	£16.25	£16.25	<a href="#">Remove</a>
			VAT: £2.71	
			<b>Subtotal:</b>	<b>£16.25</b>
			<b>VAT:</b>	<b>£0.00 (GBP)</b>
			<b>Total:</b>	<b>£16.25</b>

## Delivery Notes

When the parcel is delivered to home these are the notes that you would like us to pass on to the carrier company if you are not home when they come to make the delivery e.g. Leave with in porch, Leave with neighbours etc.

### Delivery Note

Please enter your compulsory delivery instructions for our courier service.

This note will be printed on the delivery label and will instruct our courier where to leave the package if you are not available to receive it.

Once delivery notes have been entered click onto **Green Checkout Now** button.

## Delivery Options

Select delivery option then click **Green Confirm Delivery Method** button.

Basket    Address Book    **Delivery Options**    Payment    Order Confirmation    Order Completed

### Delivery Options

#### Available Delivery Methods

Please select the desired delivery method below

- Standard Home Delivery £4.00

#### Available Delivery Addresses

Choose your delivery address from the available options below

## Payment

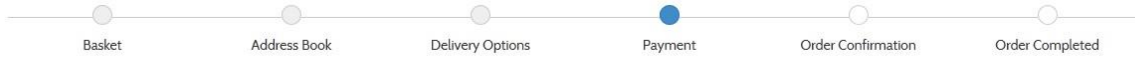
Payment can be made by Visa, MasterCard, Solo, Maestro.

Unfortunately we do not accept **American Express**.

Once you have made payment you will be given an order reference number.

Please print this page for your records.

Click **Green Continue Checkout** button.



## Payment

### Choose Payment Method

Credit Card

### Credit/Debit Card Information

Accepted Cards:    

\*Name On Card:

\*Credit Card Number:   
(no spaces)

\*Card Verification Code:

\*Card Type:

\*Expiration Date:

[Continue Checkout](#)

## Order Confirmation

You are now ready to complete your order. Please review your order below, and then click the **Green Place Order** button only once to process your order.



## Review & Confirm Order

You are now ready to complete your order. Please review your order below, and then click the 'Place Order' button only once below to process your order...

Place Order

### Your Information

#### Invoice Address

Tom Potkins  
123 Test Road  
Test Town, Cheshire, WA7 3DU  
United Kingdom  
07730688374

#### Delivery Address

Tom Potkins  
123 Test Road  
Test Town, Cheshire, WA7 3DU  
United Kingdom  
07730688374

### Payment Information

Payment Method: Credit Card

## Order Completed

Once the order is complete you will receive an order number and email confirmation.



## Thank you for your order

Your Order Number is: **SO-5102332**

An e-mail confirmation will be sent to: [test@christleton.com](mailto:test@christleton.com)

If you have a question regarding your order, please do not hesitate to get in touch with us.

To speak to one of our customer services team directly, call **0845 519 00 99**. You can also contact us via email at [customerservices@swi.co.uk](mailto:customerservices@swi.co.uk).

To view a [printable receipt](#), [click here](#).

Return to home page

## Phone and Postal Orders

The school will have paper order forms and a downloadable copy on the school website.

If you wish to pay by cheque or do not have access to the internet then you can phone or post your order using the paper order form.

## Home Delivery Charges

- Orders over £70 are sent to home free of charge
- Orders under £70 sent to a home address (or other specified) incur a £4.00 delivery charge

## Returns Procedure

In every dispatch we include a form with full details of how to send items back for a refund using a pre-paid returns label. We offer a 30 day returns policy. Full terms and conditions can be found on our website.

## **Web Helpdesk**

SWI has a dedicated Web Helpdesk. If you are having difficulty with your online account or logging in then please contact the Team on 01928 752610.