

Dear Parents/Guardians,

SALE OF SCHOOL UNIFORM AND PE ATTIRE

We wish to inform you on the arrangements for the sale of school uniform and pe attire as you prepare your child/ward for the new school year in 2025.

Though we have transited to normalcy, we strongly encourage you to purchase uniforms online and have them delivered to your home. The trend shows most parents prefer this mode.

Please note the following:

- For made-to-measure uniforms, kindly contact our retail store to schedule an appointment.
- Students appealing for transfer, **DO NOT** purchase the uniform. **Goods sold are NOT refundable.**
- Check all your purchases before leaving.
- Original receipt is required for product exchange within 7 days from date of purchase.
- For Safe Management Measures, we will like to minimise contact/ contactless with everyone for the safety of everyone. No trying of uniform in view of hygiene considerations.

Appointed vendor for School Uniforms (including PE Attire):

IN-TREND UNIFORMS (www.intrenduniforms.com)

Mode of payment: PAYNOW (UEN: 52946428D)

(I) SALE OF UNIFORMS via ONLINE

The sale of uniforms will be conducted online at www.intrenduniforms.com to avoid traffic and the needless wait. Customers can select **Home Delivery** option: Orders will be dispatched by a local courier within 3-5 working days from date of order. Kindly place your order early to avoid delay during the peak period.

Steps for Online ordering of uniforms:

Step 1:	Order and pay online at www.intrenduniforms.com (select 'West Spring Secondary School')
Step 2:	Select the 'Delivery' option.

(II) WALK-IN PURCHASE OF UNIFORMS

Parents/guardians who prefer to walk-in purchase of uniforms in school or the retail store, we seek your co-operation to follow the schedule planned by the school (see table below). This is necessary to avoid overcrowding as well as to safeguard your safety and well-being.

Schedule for on-site purchase of uniforms:

18 to 30 Nov 2024	Online ordering via website or email (sales@itu.com.sg)	
2 to 6 Dec 2024	9.00am to 3.00pm	For all 2025 FAS students only*
9 to 13 Dec 2024	9.00am to 3.00pm	For all 2025 students
19, 20, 23, 26, 27, 30 Dec 2024	9.00am to 3.00pm	2025 Secondary 1 and 5 students only

*For FAS students, please produce the school FAS voucher upon your collection.

- Walk-in purchase of uniforms can be done at the following address:
IN-TREND UNIFORMS
1 Kaki Bukit Road 1, #01-31 Enterprise One, Singapore 415934
- Nearest MRT Station: DT27 UBI (Approx. 10 minutes' walk)
- Only 1 adult can accompany the student into the retail store.
- Business Operation Hours: (During December period -Strictly by appointment)
 - 10am to 6pm (Mondays to Fridays)
 - 10am to 3pm (Saturdays)
 - Closed on Sundays and Public Holidays

For Enquiries or Assistance, please contact the School Uniform Vendor directly:

Tel: 67410930 (refer to the above for business operation hours)

Email: sales@itu.com.sg