

ONLINE FLEXI ORDERING – TIME FRAMES:

Current Prep's to Year 5 for 2020

Please note: You will still be able to continue ordering online through the holidays.

Refer to the attach Flexi Schools ordering information

Next dates for Flexi pickups in the New Year will be in the week before School returns.

- Wednesday 20th January
- Thursday 21st January
- Friday 22nd January

****PLEASE TAKE NOTE****

On flexi Schools to select from the above dates & you can also continue to select from the Wed/Thu of the following week. Please select: **The Shop Tab - Special Uniform Days** (note: on phone app arrow across and continue from there. These dates are outside of the standard days of operation and hence why it is on a separate service. Your order will be allocated to the next day in line for Flexi pickups. We will notify you by email anyway once order is ready to be collected and you can come in one of the above days.

Pick-up of Flexi orders is from the front of the School Admin Office where there will be a table set up. Between the hours of 8:30-3pm.

This is also a pick-up point to bring any new uniform exchange swaps as arranged by email and to sign in/out for uniform shop appointments on the 3 days above.

Important information to note: **Cut off for "large" orders to be guaranteed ready in time for pick up days, please place by Sunday, 17th January, before 4pm**

This will just allow us to receive all the orders on the Monday morning when we come back from the holidays and enough time to collate, fill orders ready for the 3 pick-up days mentioned above.

We will still endeavour to fill any **small orders** placed through this week before school goes back with the very latest cut off for placing order being Thursday 21st January at 4pm to have ready for pick-up on the Friday but we will notify accordingly once ready.

If only logging on from Tuesday evening onwards to Thursday afternoon cut-off, for placing a small order to receive this week you may find that the next highlighted date will be the following Wednesday but we will still have ready for collection this week.

BACK TO SCHOOL WEEK

Orders that for some reason did not get filled & collected the week before and up until the Thursday 21st January cut off at 4pm will be available for pickup first day back or will be delivered to child's class.

We will keep in touch that week before if there happens to be any issues at our end or when your order will be ready and the arrangements around that.

From your end if you have not picked up the week before and you require an arrangement of picking-up at school the first day back please email uniformshop@flsspandc.onmicrosoft.com

Table will be set up at front of school office 1st day back for the first hour from 8am for flexi collection and attend to any exchanges arranged prior through email.

Otherwise, orders will go to the child's class as per the usual delivery process in school term.

Flexi Orders that are setup from **Friday, 22nd January, through the weekend/public holiday & by the 4pm cut off the day before school goes back will be filled & delivered to child's class on the first day back & we will continue to run orders through the first 3 days, Wed/Thu & Fri, 27th, 28th & 29th January.**

Remember to select the Special Uniform Service if wanting to select Wed or Thu

From Friday onwards we will be back to standard uniform service

Usual cut off 4pm the day before and we will deliver to child's class unless another arrangement has been made.

FROM THEN ON

Week 2

Flexi orders will go back to Mon/Fri deliveries to Childs's class (unless advised otherwise) with cut off 4pm the day before.

If you require any further information or questions, please email: uniformshop@flsspandc.onmicrosoft.com

We will keep you updated once we know more about Trading in 2021 and how that will work.



Place all your school orders with Flexischools App.

Or you can also login via the website & follow the steps to register.

<https://www.flexischools.com.au/>

1. Download the Flexischools App

Note: for iPhone and iPad please select 'Allow' notifications.



2. Add your School and Group

Click on the search icon, enter your school name, select your school and year group, or groups relevant to you.

3. Login/Register

Click the '**Order now**' button located in the bottom right-hand corner of the App; this will open a login screen.

Already a Flexischools user - Enter your details and login. To save your login details select 'remember me'.

New Flexischools user - Click 'Register', enter your email address, and follow the instructions in the email to set up your account.

Once your account is set up, add new student; search for our school, enter student details and select their year level & class.

Once registered, you can start placing orders immediately. If you have any questions, please contact the Flexischools Customer Service Team on **1300 361 769**, or you can contact them via their website or check out the FAQ's section on the website.