

## Uniform Information Guide

Dear Parents, Guardians and Students

We have designed this guide to help you to order your school uniform with ease. The following purchasing channels are available to you:

**Online at [www.coes.co.uk](http://www.coes.co.uk).**

All school uniforms, school shoes, sports trainers and other sports accessories are available to purchase via our website. Our back-to-school hub page is available online which has a “**how to measure guide**”, both for clothes and shoes, as well as other tips and a downloadable tape measure if required.

Delivery of orders can be to either your home or an alternative address. Full details of delivery charges and timescale for delivery are available from our website and will be updated as necessary.

### **Click & Collect**

You can use our Click & Collect service and have your order delivered to any one of our stores in Ipswich, Felixstowe, Maldon, Golding Newmarket, and Goddards Kings Lynn. All Click & Collect parcels will be held for a maximum of 14 working days after notification of their availability via email. Thereafter the order will be cancelled, goods returned to stock and your card credited. Please wait to receive a notification that your order is ready to collect prior to coming to the store.

### **In-Store**

If you prefer to visit us in-store there are two options available to you this year.

**Book An Appointment.** Appointments mean you will have a member of the Schoolwear team available to serve you on a one-to-one basis at an allocated time. Our Schoolwear department in Ipswich is open for appointments on the following dates:

**Monday to Saturday - 1<sup>st</sup> July – 9<sup>th</sup> September 9.00am to 5.30pm**  
**Sundays – 6<sup>th</sup>, 13<sup>th</sup>, 20, 27<sup>th</sup> August – for schoolwear appointments only**

Our shop opening hours are Monday to Saturday 9.00am to 5.30pm. Please note we are closed on Sundays and Monday 28<sup>th</sup> August (other than for pre-booked schoolwear appointments)

Appointments can be booked via our main back-to-school hub page on our website and will be live from the 1<sup>st</sup> June. A guide on the length of appointment needed 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 either before or after your schoolwear appointment and no appointment is necessary.

Appointments are not operated at our branches in Newmarket (Golding) and Kings Lynn (Goddards) but can be booked in our Felixstowe & Maldon store via email. Alternatively, you can arrange a Click & Collect order to one of our branches via the website.

Each of our schools has different compulsory uniform requirements so we would suggest you review your school-specific timing guidelines contained on the school price list. This can be found on our website under your specific school at [coes.co.uk/backtoschool](https://www.coes.co.uk/backtoschool).

Email addresses are:

Ipswich: [help@coes.co.uk](mailto:help@coes.co.uk)

Felixstowe: [Felixstowe@coes.co.uk](mailto:Felixstowe@coes.co.uk)

Maldon: [maldon@coes.co.uk](mailto:maldon@coes.co.uk)

Newmarket: [info@goldingofnewmarket.co.uk](mailto:info@goldingofnewmarket.co.uk)

Kings Lynn: [info@goddardsonline.co.uk](mailto:info@goddardsonline.co.uk)

**Pop In Store** - If you prefer to come in-store without an appointment then please be aware that a queuing/paging system will be in place at our Ipswich store, and we cannot guarantee waiting times.

**Exchanges** - If you need to come in-store to exchange a Schoolwear item, then please be aware you will be asked to join any customer queue that is in place at the time of your visit. Alternatively, you could book an appointment online and our team will assist you with exchanges.

Our normal returns policy is 30 days for exchange or refund from the date of purchase. However, should your child have grown extensively over the summer, and you need to exchange an item of uniform, then this period will be extended up to 20<sup>th</sup> September, or 30 days from the date of your receipt, whichever is longer. Please note that all items need to be in an unused condition, with labels on and not named. This does not affect your statutory rights.

## Overseas ordering

We recommend that any overseas order is done via click & collect with delivery to the school or via an appointment close to the start of term. Please be aware that schoolwear delivered to an overseas address will be subject to duty tax, which can often be more expensive than the item bought.

## Choosing the Correct Size

We have a “**how to measure**” video available on our back-to-school hub page [www.coes.co.uk/backtoschool](https://www.coes.co.uk/backtoschool). The general guide is below; however, each garment also has a size guide as sizes may vary from garment to garment depending upon the manufacturer. Please note that the size guide given here is a generic one. Please use our online tape measure to help you find the right garment size. Should you have any questions regarding the size guides then please contact our customer services team at [help@coes.co.uk](mailto:help@coes.co.uk) or 01473256061.

## How To Measure for School Uniform

Here are some general points before you get started:

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, so 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 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 the tape.

### Collar

Place the tape measure around the base of the neck where the collar sits. We suggest putting two fingers underneath the tape so that it's not too tight and to get the most suitable measurement.

### Waist

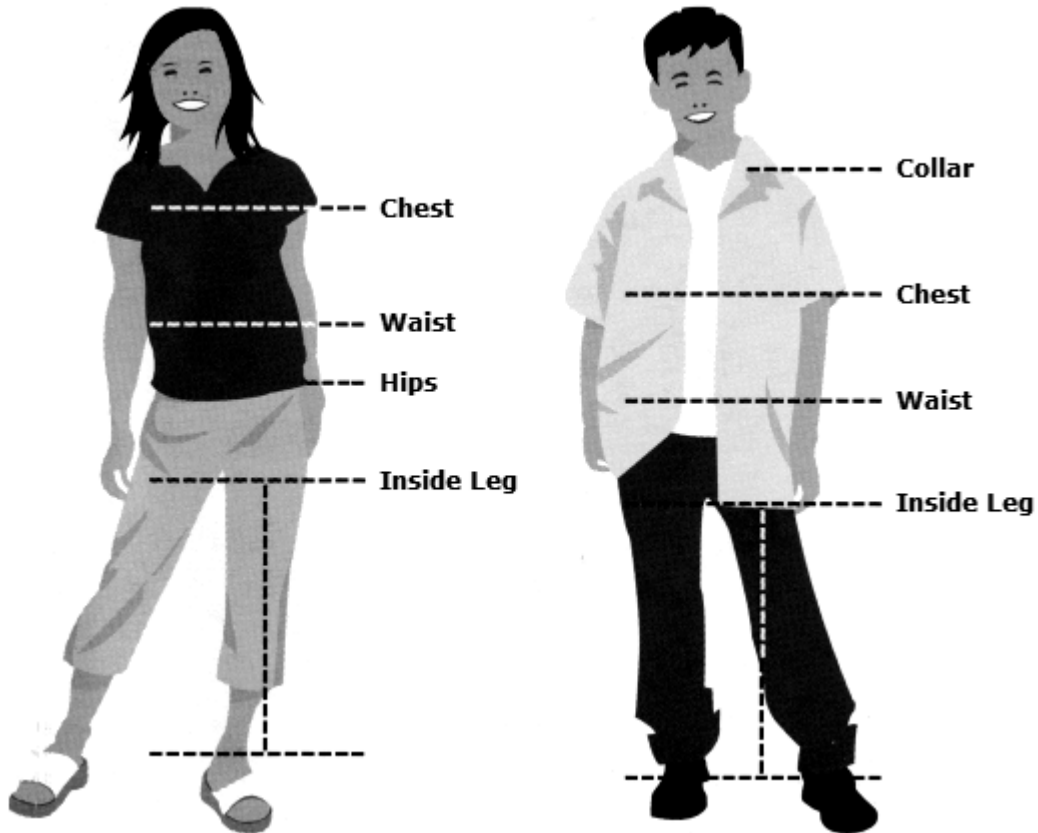
Measure your child's waist by finding the narrowest part of their torso; this is normally a couple of inches above their hip bone and often, but not always, in line with the belly button. If your child has no natural narrower part of their torso, take their waist measurement from about halfway between the top of their hip bone and the 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 hemline to finish. If you want to allow for growth, then ensure your child is standing in bare feet and then measure from the crotch to the ground ensuring your child is looking straight ahead.

## Waist to Knee (Girls only)

Please measure from your child's natural waistline, which is usually above their tummy button, to the centre of the knee cap. Use this measurement to calculate the most suitable skirt length for your child based on the school's regulations.



## 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.

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## Hints & Tips

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

### Blazers

You may want to go for a slightly bigger blazer size as your child may be wearing a jumper under it during the winter months. Make sure when you try on your blazer the sleeves come down to the top of the thumb joint to allow for growth and across the shoulders there is also room for growth.

### Jumper

Depending on how fitted you wish to wear your jumper go up a size. They are true to size. If you are taking a 32 blouse, go for a 34 jumper.

### Sweatshirt or Sweatcardigan

These are good to size.

### Polo Shirt

These are good to size.

### Skirts

Skirts should always fit to the knee to allow for growth during the year.

### 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. All junior trousers come with half elastic at the waistband.

### 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 drawstring to pull the waist in tighter.

### Tracksuit Trousers

These have a drawstring 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.



