



# BROMSGROVE SCHOOL

## School Shop Procedures – following Covid Secure Guidance

This year, to ensure we maintain the Health & Safety of all our customers during the Coronavirus Pandemic we are putting in place the following procedures that are in line with current government guidance. These must be followed to ensure the safety of all those who use and work in the School Shop. Failure to follow them could result in the spread of the virus and enforcement action by the relevant authorities.

- This year the changing rooms will not be in use as per Government Guidance. Parents are asked to provide approximate sizes for each garment and email them to [schoolshop@bromsgrove-school.co.uk](mailto:schoolshop@bromsgrove-school.co.uk) prior to attending your pre-booked slot. To help with home measuring please see the Schoolblazer website for advice, <https://www.schoolblazer.com/how-to-measure>. This will allow the shop staff to have your order prepared in advance. There is the opportunity to take away the size up or down if you are unsure and this can be refunded if they do not fit.
- Parents should park using the former Police Station car park. The entrance is off The Crescent, Bromsgrove – B60 2DQ – this leads you under the tunnel between the buildings and out into the carpark. To exit please use the other exit under the archway, please do not use the way you entered the carpark.
- From the Carpark, please make your way to the North Gate – Old Station Road - where a member of staff will admit you via the coded pedestrian gate and take you to the shop.
- Uniform/sports kit fittings are strictly by appointment only with a 45-minute slot. **We will not admit anyone without a pre-booked appointment.**
- We will be operating a one-way system with the shop, with hand sanitizers available on the way in and out and around the shop.
- We ask that only one parent attends the fitting with their child.
- Your pre-prepared order will be ready for collection and if required a size up or down can be provided to take home and try on. This includes any footwear.
- One parent and child will have the opportunity to visit the stationary section if you require. We do ask that you only pick up what you intend to purchase.
- Staff will be following strict hygienic procedures and all returned clothing will be quarantined for 48 hours in a separate storage area before being returned to general stock.
- Please observe social distancing during your visit.
- We will only be accepting card payment. No cash please.
- The School Shop will advise during the visit how to return clothing that does not fit and how items will be refunded.

We hope that you understand why we have to put these measures in place this year. As a school community, we want to ensure that we contribute to the containment of this virus to ensure we can reopen in September in line with current and future Government Guidelines. Your help and co-operation in following the guidelines when using the school shop will be greatly appreciated.

Please contact the shop on 01527 579 679 Ext 220 or [schoolshop@bromsgrove-school.co.uk](mailto:schoolshop@bromsgrove-school.co.uk) if you require any advice and guidance before visiting the shop