

## Smart Start Guidance 2024

- We will start taking orders for free school uniform again from Tuesday 7th May and we will provide uniform on a “first come, first served basis.”
- The service can be accessed by post, phone and email. Please be very careful about ordering.
- The age range is from Reception to 16 years of age.
- **Only Support Workers can refer but families or Support Workers can check if referrals are current. Please ring 834 3140 with referral queries. We will need a current referral before we can take any orders.**
- **In advance**

Please check with your school website for colours and styles.

**We cannot help with badged/logo items.**

Wood Street can only provide one uniform set per child, per year. We advise families to order for September. Please measure children and allow for growth rather than rely on “age” alone (size guide on the back of the order form).

- **Ways to complete Order Forms**

Families who are currently referred, can request order forms (by phone or email) or download forms (from our website) and **return them by post or email** to Wood Street Mission (details below).

**Support Workers may choose to assist** families in completing forms, then email or post the forms to Wood Street Mission. In all cases, please follow the steps on page 2 of this sheet and **return one Order Form per child.**

- **Families can ring for help with Order Forms on 07895 375730 on Tuesday or Wednesday between 10am-2pm.**
- We will notify Support Workers and parents through email and social media when the funding is exhausted.
- Please be very careful with measurements and orders, as **returns or exchanges are not possible.**

## **2** How to fill in the Uniform Order Form.

Use a separate “Uniform Order Form” for each school-aged child, e.g. 2 children = 2 separate order forms.

There is an order form for Girls and an order form for Boys uniforms.

You may order 1 set of uniform for each child.

**Step 1.** Choose the boy’s or girl’s form.

**Step 2.** Fill in your name, address, postcode, telephone number and child’s date of birth. A mobile phone number will help with delivery.

**Step 3.** Choose between polos, shirts or blouses, then circle/highlight the colour and sizes you need on the Uniform Order Form and return the form to Wood Street Mission.

### **Uniform choices**

<b>Boys Uniform</b>
Polos x4 <b>or</b> Shirts x4
Trousers x1
Sweatshirt x1

<b>Girls Uniform</b>
Polos x4 <b>or</b> blouses x4
Skirt <b>or</b> trousers x1
Sweatshirt x1

Uniforms will be delivered to family homes in 6-8 weeks.  
If the home address is likely to change, or is not secure, please contact us.

**Wood Street Mission, 26 Wood Street, Manchester, M3 3EF.**

**Tel 0161 834 3140 Please use this number for Referral checks.**

**Tel 07895 375730 Please use this number for Uniform Order queries only**

[www.woodstreetmission.org.uk](http://www.woodstreetmission.org.uk)

[referrals@woodstreetmission.org.uk](mailto:referrals@woodstreetmission.org.uk)

**Charity No 1078337**