



Dear parents,

We would like to help make your child's transition to The British School in Tokyo as easy as possible and so here is some basic information about buying uniform.

Ordering: please order on our web site at www.schooluniform.jp/british-school-in-tokyo/. You can find more information on which items your child needs at www.schooluniform.jp/bst-uniform-guide/

Sizing: if you are unsure of which size to buy, please ask our fitting assistant for help. You can contact her at www.schooluniform.jp/fitting-assistant/. You can also come to one of our fitting days in August. Details are at <http://www.schooluniform.jp/events-and-fittings/>

Payments: if, for any reason, you are not able to pay by Paypal, credit card or bank transfer, please contact us at info@schooluniform.jp and we can arrange for you to collect your order from our office and pay in cash.

Delivery: orders for delivery to your home are shipped within 1 business day of us receiving your payment and are delivered the following day. We can ship to hotels or other temporary addresses.

Orders for collection at school are available for collection on Fridays during term time. If we receive your payment by noon on Wednesday your order will be available for collection at school on Friday morning.

Exchanges: if you need to exchange any item for a different size, please email us at info@schooluniform.jp letting us know your order number, the items you would like to exchange and which new size you need.

Please contact us at info@schooluniform.jp if you have any other questions.

Best wishes,

The Top of the Class team

