



UNIFORM SHOP HANDBOOK

Our Lady of the Sacred Heart
Catholic Primary School DARRA





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UNIFORM SHOP INFORMATION

Convener	Dot Lawson
Location	Lower Level of C Block
Goal	Supply of quality uniforms is our goal. If at any time there are issues with your purchases, please contact the Uniform Shop Convener.
Opening Hours	Tuesdays 8.00am – 11.00am during school term
Payment Options	Credit Card, Eftpos or Cash All items must be paid for at time of transaction.
Secondhand Items	Limited supplies are available for between \$10-\$20 each. All donations are gladly accepted. We do not sell secondhand items for you.
Returns	Must be made within 1 month of original purchase. <i>(Exceptions – If uniforms are purchased in Term 4 for the following year then the 1 month return policy will be waived until week 2 of Term 1 as long as uniforms are in their original condition and not worn, named or washed)</i> Returns must be accompanied with Proof of Purchase – Tax Invoice. Due to health regulations, we cannot exchange hats, socks, tights or bike pants – Please choose carefully. We do not exchange or accept returns on secondhand items.
Email	pdaruniforms@bne.catholic.edu.au

UNIFORM INFORMATION

Uniforms are Compulsory

Uniform Days	Year 1-6 parents will be notified at the beginning of the school year of the days the formal and sports uniforms are to be worn. Students are required to wear the correct school uniform, including a hat when outside, at all times.
Footwear	Totally Black Sneaker/Jogger (velcro for the younger students). Athletes Foot is our recommended supplier for school shoes located at Mt Ommaney (near Target). Mention that you will be, or are, attending Our Lady of the Sacred Heart Primary School Darra and they know our requirements.
Hats	Reversible Bucket Hat with School Emblem. It is recommended that it be embroidered with child's name e.g. John B (organised by Uniform Shop).
Hair	All shoulder length hair is to be tied up. Students should have a neat and reasonable hair style that does not attract undue attention to themselves. Parents may be asked to take their child home if their hair style does not meet expected standards. This is at the discretion of the principal.
Jewellery	Jewellery is not permitted other than: • earrings – plain sleepers/studs • a simple crucifix or other religious symbol pendant.
Naming Items	Please Name Everything (including socks and underwear). Examples of ways to name belongings: • Name tags/labels. • Black and white fabric markers (sold at Uniform Shop). All book list items and bags are to be named and brought to school on the first day of Term 1.
Miscellaneous	• Please put a spare set of underwear and clothes in a plastic bag in the bottom of your child's school bag. This is so they have dry clothes to change into if they get wet during water play or have an accident (does not have to be a school uniform). • Lunchbox with ice-brick (fridges are not available to put lunches in). • Uniform Prices are subject to change without notice.



ORDERING OUTSIDE OF UNIFORM SHOP TRADING HOURS

There are two methods for ordering outside of Uniform Shop trading hours:

1. Outside Order Forms/Price List
2. Online Ordering

Hard Copy Order Forms/Price Lists

These are available from the BCE Connect or School Office. Place your order on this form along with payment, and the order will be filled and sent home with your child. All order forms are held in the school safe until Tuesday of each week when they will be processed. *(If using a debit card, please make sure that there is enough money to cover the payment).*

Online Ordering (via BCE Connect)

Parents will gain access to BCE Connect AFTER your child starts at the school.

- Login to the BCE Connect
- Select the Uniform Shop
- Select Online Ordering

First Time Ordering Online (see diagrams on BCE Connect)

1. Select Parent Sign Up
2. Complete all details
 - Parent Name (first and last name)
 - Email
 - Phone Number
 - Password
 - Password Again

3. Enter Student Name and select search – select your student.
4. You are then given an option to add another child (sibling). Please make sure you continue this process until remaining siblings are on your profile. Once this has been completed, press continue and follow the prompts - your account is now ready to use.

Subsequent Ordering

1. Select Email & Password
2. Select the date for your order
3. Select the items you wish to purchase
 - you will be asked if you wish your child to be sized up
 - select yes or no
4. When you are ready to pay, select the Summary & Checkout tab in the cart – this will take you to the payment screen.
5. Once payment has been processed, a report for your order is generated to the Uniform Shop each Tuesday at 8.45am.
6. Upon receiving this report, your order will be processed and sent home with your child.

Please Note: Orders ARE NOT processed daily. The deadline for Online Ordering is 8.30am each Tuesday morning. After this time, the order will generate to the next Tuesday. Orders will be processed and packed on a Tuesday when the Uniform Shop is open.





PREPS

Bags/Headwear

- School Bag with School Logo – Black (small)
- Homework and Notes Bag with School Logo – Yellow
- Library Bag with School Logo – Red
- Reversible Bucket Hat with School Logo – in child's house colour (*option to have hat embroidered with child's name*)

Footwear

- Black Sneakers/Jogger with VELCRO (totally black) – not sold at Uniform Shop

Recommended Supplier – Athletes Foot, Mt Ommaney near Target (*see page 17*).

Uniform

Recommended 3 to 5 sets of the uniform. Preps wear this Uniform 5 days a week.

- Unisex Red Polo with School Logo
- Girls Black Skort with School Initials
- Boys Black Shorts with School Initials
- OLSH Ankle Socks with School Initials

Winter

- Unisex Red Jacket with School Logo
- Boys and Girls black track suit pants – winter optional
- Girls Black Tights (with feet) – winter optional

Other Items Available

- Fabric Naming Pens – Black
- Fabric Naming Pens – White
- Girls Hair Ties (various options)
- House Colour Shirts



YEAR 1

Bags/Headwear

- School Bag with School Logo – Black
- Homework and Notes Bag with School Logo – Yellow
- Library Bag with School Logo – Red
- Chair Bag with School Logo – Navy
- Reversible Bucket Hat with School Logo – in child's house colour (*option to have hat embroidered with child's name*)

Footwear

- Black Sneakers/Joggers with VELCRO (totally black) – not sold at Uniform Shop

Recommended Supplier – Athletes Foot, Mt Ommaney near Target (*see page 17*).

Formal Uniform

Unisex

- OLSH Ankle Socks with School Initials
- Red Jacket with School Logo – winter

Girls

- Dress in School Fabric OR
- Blouse in School Fabric
- Culotte Navy with School Initials
- Navy Tights (with feet) – winter optional

Boys

- Shirt in School Fabric
- Shorts Navy with School Initials
- Navy Track Pants – winter optional

Sports Uniform

Unisex

- Red Polo with School Logo
- OLSH Ankle Socks with School Initials
- Red Jacket with School Logo – winter

Girls

- Girls Black Skort with School Initials
- Black Tights (with feet) – winter optional

Boys

- Boys Black Shorts with School Initials
- Black Track Pants – winter optional

YEAR 2

Bags/Headwear

- School Bag with School Logo – Black
- Homework and Notes Bag with School Logo – Yellow
- Library Bag with School Logo – Red
- Chair Bag with School Logo – Navy
- Reversible Bucket Hat with School Logo – in child's house colour (*option to have hat embroidered with child's name*)

Footwear

- Black Sneakers/Joggers with VELCRO (totally black) – not sold at Uniform Shop

Recommended Supplier – Athletes Foot, Mt Ommaney near Target (*see page 17*).

Formal Uniform

Unisex

- OLSH Ankle Socks with School Initials
- Red Jacket with School Logo – winter

Girls

- Dress in School Fabric OR
- Blouse in School Fabric
- Culotte Navy with School Initials
- Navy Tights (with feet) – winter optional

Boys

- Shirt in School Fabric
- Shorts Navy with School Initials
- Navy Track Pants – winter optional

Sports Uniform

Unisex

- Red Polo with School Logo
- OLSH Ankle Socks with School Initials
- Red Jacket with School Logo – winter

Girls

- Girls Black Skort with School Initials
- Black Tights (with feet) – winter optional

Boys

- Boys Black Shorts with School Initials
- Black Track Pants – winter optional



YEAR 3

Bags/Headwear

- School Bag with School Logo – Black
- Homework and Notes Bag with School Logo – Yellow
- Library Bag with School Logo – Red
- Chair Bag with School Logo – Navy
- Reversible Bucket Hat with School Logo – in child's house colour (*option to have hat embroidered with child's name*)

Footwear

- Black Sneakers/Joggers (totally black) – not sold at Uniform Shop.

Recommended Supplier – Athletas Foot, Mt Ommaney near Target (*see page 17*)

Formal Uniform

Unisex

- OLSH Ankle Socks with School Initials
- Red Jacket with School Logo – winter

Girls

- Dress in School Fabric OR
- Blouse in School Fabric
- Culotte Navy with School Initials
- Navy Tights (with feet) – winter optional

Boys

- Shirt in School Fabric
- Shorts Navy with School Initials
- Navy Track Pants – winter optional

Sports Uniform

Unisex

- Red Polo with School Logo
- OLSH Ankle Socks with School Initials
- Red Jacket with School Logo – winter

Girls

- Girls Black Skort with School Initials
- Black Tights (with feet) – winter optional

Boys

- Boys Black Shorts with School Initials
- Black Track Pants – winter optional





YEAR 4

Bags/Headwear

- School Bag with School Logo – Black
- Homework and Notes Bag with School Logo – Yellow
- Library Bag with School Logo – Red
- Chair Bag with School Logo – Navy
- iPad Bag – Black
- Reversible Bucket Hat with School Logo – in child's house colour (*option to have hat embroidered with child's name*)

Footwear

- Black Sneakers/Joggers (totally black) – not sold at Uniform Shop.

Recommended Supplier – Athletes Foot, Mt Ommaney near Target (*see page 17*)

Formal Uniform

Unisex

- OLSH Ankle Socks with School Initials
- Red Jacket with School Logo – winter

Girls

- Dress in School Fabric OR
- Blouse in School Fabric
- Culotte Navy with School Initials
- Navy Tights (with feet) – winter optional

Boys

- Shirt in School Fabric
- Shorts Navy with School Initials
- Navy Track Pants – winter optional

Sports Uniform

Unisex

- Red Polo with School Logo
- OLSH Ankle Socks with School Initials
- Red Jacket with School Logo – winter

Girls

- Girls Black Skort with School Initials
- Black Tights (with feet) – winter optional

Boys

- Boys Black Shorts with School Initials
- Black Track Pants – winter optional



YEAR 5

Bags/Headwear

- School Bag with School Logo – Black
- Library Bag with School Logo – Red
- iPad Bag – Black
- Reversible Bucket Hat with School Logo – in child's house colour (*option to have hat embroidered with child's name*)

Footwear

- Black Sneakers/Joggers (totally black) – not sold at Uniform Shop.

Recommended Supplier – Athletes Foot, Mt Ommaney near Target (*see page 17*)

Formal Uniform

Unisex

- OLSH Ankle Socks with School Initials
- Red Jacket with School Logo – winter

Girls

- Dress in School Fabric OR
- Blouse in School Fabric
- Culotte Navy with School Initials
- Navy Tights (with feet) – winter optional

Boys

- Shirt in School Fabric
- Shorts Navy with School Initials
- Navy Track Pants – winter optional

Sports Uniform

Unisex

- Red Polo with School Logo
- OLSH Ankle Socks with School Initials
- Red Jacket with School Logo – winter

Girls

- Girls Black Skort with School Initials
- Black Tights (with feet) – winter optional

Boys

- Boys Black Shorts with School Initials
- Black Track Pants – winter optional

YEAR 6

Bags/Headwear

- School Bag with School Logo – Black
- Library Bag with School Logo – Red
- iPad Bag – Black
- Reversible Bucket Hat with School Logo – in child's house colour (*option to have hat embroidered with child's name*)

Footwear

- Black Sneakers/Joggers (totally black) – not sold at Uniform Shop.

Recommended Supplier – Athletes Foot, Mt Ommaney near Target (*see page 17*)

Formal Uniform

Unisex

- OLSH Ankle Socks with School Initials
- Red Jacket with School Logo – winter

Girls

- Dress in School Fabric OR
- Blouse in School Fabric
- Culotte Navy with School Initials
- Navy Tights (with feet) – winter optional

Boys

- Shirt in School Fabric
- Shorts Navy with School Initials
- Navy Track Pants – winter optional

Sports Uniform

Unisex

- Leadership Polo OR
- Red Polo with School Logo
- OLSH Ankle Socks with School Initials
- Red Jacket with School Logo – winter

Girls

- Girls Black Skort with School Initials
- Black Tights (with feet) – winter optional

Boys

- Boys Black Shorts with School Initials
- Black Track Pants – winter optional

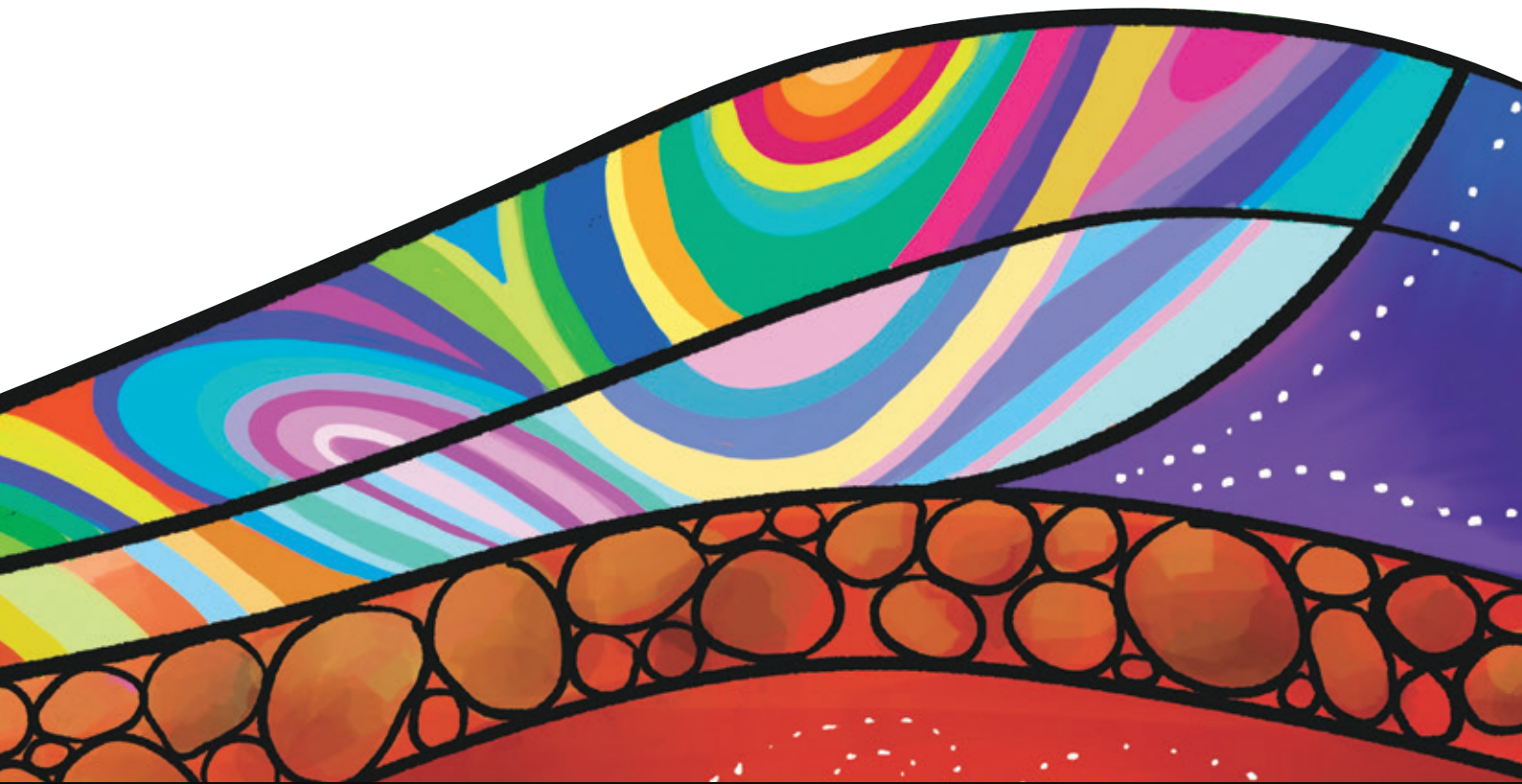


OTHER ITEMS AVAILABLE

- Fabric Naming Pens – Black
- Fabric Naming Pens – White
- Girls Hair Ties (various options)
- Girls Bike Pants
- House Colour Shirts
- House Colour Swimming Caps for Swimming Carnival in Term 4
- Swimming Bags for Swimming Carnival in Term 4

HOUSES

Brigid Green
Joseph Yellow
McAuley Blue
Xavier Red



FORMAL UNIFORM

Girls



Girls Dress in School Fabric



Girls Bike Pants



Girls Blouse in School Fabric



Girls Navy Culotte with School Initials

Boys



Boys Shirt in School Fabric



Boys Navy Shorts with School Initials



SPORTS UNIFORM

Unisex



Unisex Red Polo with School Logo

Girls



Girls Black Skort with School Initials

Boys



Boys Black Shorts with School Initials

HOUSE SHIRTS

Unisex



House Shirt – Brigid – Green



House Shirt – Joseph – Yellow



House Shirt – McAuley – Blue





WINTER UNIFORM

Unisex



Unisex Red Jacket with School Emblem for both uniforms

Girls



Girls Navy Tights (with feet)



Girls Black Tights (with feet)

Boys



Boys Navy Track Pants



Boys Black Track Pants



HATS



School Hat – Reversible Bucket Hat in respective house colours



Hat – Brigid – Green



Hat – Joseph – Yellow



Hat – McAuley – Blue



Hat – Xavier – Red

FOOTWEAR



Totally Black Sneaker/Jogger (not sold at Uniform Shop)



OLSH Ankle Socks (for both uniforms)

BAGS



Small School Bag



Large School Bag



Library Bag



Homework and Notes Bag



Chair Bag



iPad Bag



Everyday/Excursion/
Sport/Swimming Bag



HAIR TIES



Scrunchie – School Fabric



Scrunchie – Red



Korker Hair Tie –
Brigid – Green



Korker Hair Tie –
Joseph – Yellow



Korker Hair Tie –
McAuley – Blue



Korker Hair Tie –
Xavier – Red



Curly Hair Tie –
Brigid – Green



Curly Hair Tie –
Joseph – Yellow



Curly Hair Tie –
McAuley – Blue



Curly Hair Tie –
Xavier – Red

FABRIC MARKERS



Fabric Marker - Black



Fabric Marker - White





Our Lady of the Sacred Heart Catholic Primary School DARRA



115 Darra Station Rd, PO Box 3076, Darra Qld 4076
T: 3375 4519 | F: 3375 3867 | E: pdarra@bne.catholic.edu.au
www.olshdarra.qld.edu.au



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