

## School Shop Policy

### Executive summary:

The School Shop carries a range of new and second-hand school uniform. It also stocks stationery and toiletries. The school shop is situated opposite Reception in Old Wish Road.

### Opening Hours (during term)

Monday	8.15am - 2.15pm
Tuesday	8.15am - 2.15pm
Wednesday	8.15am - 2.15pm
Thursday	8.15am - 2.15pm
Friday	8.15am - 2.15pm
Saturday	9.00am - 11.45am

### Pupil Access to School Shop

#### Junior Pupils:

Junior pupils (ie not sixth form) are not allowed into the shop either during lessons or between p1 and 2, and 3 and 4. They are allowed in before lesson 1, at break and after lessons.

#### Sixth Form Pupils:

Sixth form pupils are allowed to make their own choices about when to go to the shop.

### Pupils Purchases

Pupils may purchase items to be charged to their school accounts via their pupil ID card or payments can be made by cash / cheque / debit / credit card.

Any parent / guardian not wishing their child to purchase tuck items on their pupil ID card should give prior notification by email or letter to the school shop.

### Summer bookings

During the summer school holidays the shop will be open at specific times, for appointments only. Please use link below to book an appointment:

<https://ec-online.eastbourne-college.co.uk/Public/SchoolShopBookings.aspx>

### OE Regalia

No stock can be purchased until June of a pupils final year.

### Contact Details

Telephone Number: 01323 452226

Email: [schoolshop@eastbourne-college.co.uk](mailto:schoolshop@eastbourne-college.co.uk)

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## Uniform List 2017 - Years 9, 10 & 11

All pupils are expected to appear smart and tidy throughout the school day; uniform should be clean, with top button done up and shirt tucked in. Under-clothing should not be visible or hang out beneath school uniform. Girls must wear cream or white undergarments beneath their shirt.

The College believes strongly in the importance of school uniform to help create the right setting for education and school life. We ask all parents to be scrupulous in ensuring that their children return at the beginning of each term with the correct uniform. In particular, we ask that parents note the following:

- pupils should wear white shirts that are long enough to stay tucked in and large enough around the collar for the top button to stay fastened
- all pupils are required to wear plain black polishable shoes, with no coloured stitching or decoration, and heels no higher than 1.5 inches
- all pupils must keep hair tidy and of natural colour; boys' hair should be kept short (off the collar and not covering ears) and girls must hold long hair back with appropriate accessories
- jewellery is not allowed for boys. Girls are allowed a faith pendant on a necklace, and one plain ear-stud in each earlobe, one singular wrist band, and one ring
- make-up and nail varnish are not allowed.

If parents have any doubt over whether an article of clothing conforms to our clothing regulations, please consult the hsm or the assistant head (pastoral).

Pupils who arrive with incorrect uniform or incomplete sports kit will be asked to obtain the required items by the end of the first week of term. Any items still outstanding at the start of the second week may be purchased from the school shop and charged to the parents' account.

### Marking

The College expects parents to make their own arrangements for naming clothes and belongings. Parents of boarding pupils can contact the school shop if they need a bulk of items name-taped. This is done by a contractor outside the school; see below for prices.

All items of clothing and equipment should be marked (sportswear on the outside).

All sportswear and towels should have a hanging tape for use on changing room pegs. Calculators, racquets, hockey sticks and similar items should be marked in such a way that the identification cannot be removed.

Name tapes (initial and surname) should be sewn in.

### Day Pupils

It is suggested that name tapes are ordered online from <https://jccash.co.uk>

### Boarding Pupils

Name tapes will be pre-ordered for all boarders and charged to the pupil's College account in September.

The school shop can arrange for name tapes to be sewn on to all clothing and sports kit at an additional charge of £1 per garment, plus a taxi fare charge of £10 to deliver / collect items from College to sewing location.

In certain circumstances a same day service may be offered for an additional fee of £10

### Uniform List for Boys Years 9, 10 & 11

#### Everyday uniform which must be purchased from school shop

- 1 College blazer
  - 2 House ties
  - 1 College rucksack (Year 9)
  - 1 School scarf (optional but no other scarf may be worn)
  - 1 Overcoat in navy blue to be worn over the blazer - (Year 9- optional but Year 9 may not wear any other overcoat)
- Eastbourne College crested  
PlayerLayer sports kit

#### Sportswear which must be purchased from school shop

- 1 House shirt
- 1 House socks
- 1 Ocean weather-layer jacket
- 1 College mid-layer top
- 1 College tracksuit bottoms
- 1 Reverse layer rugby top
- 2 Rugby shorts
- 1 White College PE shirt
- 1 Red College PE shirt
- 1 Navy College PE shirt
- 1 College cricket shirt
- 1 College cricket trousers
- 1 Hockey field shorts
- 1 College long socks (navy, red)
- 1 College shin pads

#### Miscellaneous items which can be purchased from school shop

- Calculator FX 83GT Plus
- Ink fountain pen
- Tuck box

#### Sportswear which can be purchased from school shop

- 1 Swimming shorts (navy or black)
- 2 Short white socks
- 1 Hockey stick
- 1 Rugby boots

#### Everyday uniform which can be purchased from school shop

- 2 Dark grey trousers (purchased in school shop or similar in style)
- 7 Dark coloured socks
- 2 Plain white collared shirts (six for boarders)
- 1 Plain V-necked pullover in dark grey, navy blue or black (cardigans and cable knit not allowed)

#### Uniform not available from school shop

- 1 Pair of black polishable shoes (no contrast stitching or laces)
- 1 Pair of trainers (for indoor and outdoor use)
- 1 Overcoat of dark monochrome design in navy blue, dark grey or black. Long enough to cover the jacket which must be worn underneath (optional - years 10-11 only, for 2018-19)

#### Boarding pupils will also require

- 1 Duvet (not feather)
- 2 Duvet covers (sheets and pillowcase provided by the College at a charge of £10)
- 4 Bath towels marked at corner
- 1 Dressing gown
- 3 Sets pyjamas
- 1 Pair of slippers
- 1 Washbag
- 1 Overnight case or bag
- 1 Shoe-cleaning kit
- 1 Tuck box, lockable (optional - available from school shop if required)

**Uniform List for Girls  
Years 9, 10 & 11**

Everyday uniform which **must** be purchased from school shop

- 1 College blazer
- 2 House ties
- 2 Kilts (to be worn on or below the knee)
- 1 College rucksack (Year 9)
- 1 School scarf (optional but no other scarf may be worn)
- 1 Overcoat in navy blue to be worn over the blazer (Year 9 - optional but Year 9 may not wear any other overcoat)

Eastbourne College crested  
PlayerLayer sports kit  
(see below)

Everyday uniform which **can** be purchased from school shop

- 2 White shirts (fitted, six for boarders)
- 7 Plain navy or black tights 70 denier or clear (for summer dress, bare legs are permitted)
- 1 Plain V-necked pullover in dark grey, navy blue or black (cardigans and cable knit not allowed)

Sportswear which **must** be purchased from school shop

- 1 House shirt
- 1 House socks
- 1 Ocean weather-layer jacket
- 1 College mid-layer top
- 1 College tracksuit bottoms
- 1 Skort
- 1 White College PE shirt
- 1 Red College PE shirt
- 1 Navy College PE shirt
- 1 College long socks (navy, red)
- 1 College shin pads

Uniform **not available** from school shop

- 1 Pair of black polishable shoes (no contrast stitching or laces; heels less than 1.5 inches)
- 1 Pair of trainers (for indoor and outdoor use)
- 1 Overcoat of dark monochrome design in navy blue, dark grey or black. Long enough to cover the jacket which must be worn underneath (optional - years 10-11 only, for 2018-19)

Miscellaneous items which **can** be purchased from school shop

Calculator FX 83GT Plus  
Ink fountain pen  
Tuck box

Sportswear which **can** be purchased from school shop

- 1 One-piece swimsuit (sports style only)
- 2 Pairs of short white socks
- 1 Hockey stick

Boarding pupils will also require

- 1 Duvet (not feather)
- 2 Duvet covers (sheets and pillowcase provided by the College at a charge of £10)
- 4 Bath towels marked at corner
- 1 Dressing gown
- 3 Sets pyjamas
- 1 Pair of slippers
- 1 Washbag
- 1 Overnight case or bag
- 1 Shoe-cleaning kit
- 1 Tuck box, lockable (optional - available from school shop if required)

## Uniform List - Sixth Form

Sixth Form School Uniform. All pupils are expected to appear smart and tidy throughout the school day; uniform should be clean, with top button done up and shirt tucked in. Under-clothing should not be visible or hang out beneath school uniform. Girls must wear cream or white undergarments beneath their shirt.

The College believes strongly in the importance of school uniform to help create the right setting for education and school life. We ask all parents to be scrupulous in ensuring that their children return at the beginning of each term with the correct uniform. In particular, we ask parents to note the following:

- all sixth-form pupils are required to wear a suit
- the requirements for suits are very specific
  - o fit - no skinny-fit trousers; skirt sufficiently generous that it does not ride up (girls)
  - o length - trousers should sit on the shoe; skirt hem on the knee when standing and walking (girls).
  - o style and fabric: refined, smart look. No shiny materials. Lined skirt (girls)
  - o colour - dark and plain. A thin pinstripe is acceptable but a checked or flecked pattern is not; dark grey is acceptable but light grey is not; dark navy blue is acceptable but electric blue is not
- Girls suits in a variety of styles which meet the specific requirements listed here are available to order from the school shop. Samples are available to try for pre-ordering (delivery 3 working days from payment received)
- pupils should wear white shirts that are long enough to stay tucked in and large enough around the collar for the top button to stay fastened (boys)
- all pupils are required to wear plain black polishable shoes, with no coloured stitching or decoration and heels no higher than 1.5 inches
- all pupils must keep hair tidy and of natural colour; boys hair should be kept short (off the collar and not covering the ears)
- jewellery is not allowed for boys. Girls are allowed a faith pendant on a necklace, and one plain ear-stud in each earlobe, one singular wrist band, and one ring
- make-up is not allowed unless it is discreet, light and suitable. Coloured eye make-up and nail varnish are not allowed.

If parents have any doubt over whether an article of clothing conforms to our clothing regulations, please do not hesitate to consult the hsm or the assistant head (pastoral).

For formal dinners, the dress code may vary from lounge suits to black tie but for occasions such as Sunday chapel or parents meetings, pupils must wear a sober, dark suit, single- or double-breasted with a white shirt and a house or official College tie.

Pupils who arrive with incorrect uniform or incomplete sports kit will be asked to obtain the required items by the end of the first week of term. Any items still outstanding at the start of the second week may be purchased from the school shop and charged to the parents' account.

### Marking

All items of clothing and equipment should be marked (sportswear on the outside). All games clothes and towels should have a hanging tape for use on changing room pegs. Calculators, rackets, hockey sticks and similar items should be marked in such a way that the identification cannot be removed.

Name tapes (initial and surname) should be sewn in.

### Day Pupils

It is suggested that name tapes are ordered online from <https://jccash.co.uk>

### Boarding Pupils

Name tapes will be pre-ordered for all boarders and charged to the pupil's College account in September.

The school shop can arrange for name tapes to be sewn on to all clothing and sports kit at an additional charge of £1 per garment, plus a taxi fare charge of £10 to deliver / collect items from College to sewing location.

In certain circumstances a same day service may be offered for an additional fee of £10.

**Uniform List for Boys  
Sixth Form**

**Everyday uniform which must be purchased from school shop**

- |   |  |
|---|--|
| 1 | House tie  |
| 1 | School scarf (optional but no other scarf may be worn)<br>Eastbourne College crested<br>PlayerLayer sports kit<br>(minimum requirement please see below) |

**Everyday uniform which can be purchased from school shop**

- |   |   |
|---|---|
| 1 | Single or double-breasted dark suit.<br><ul style="list-style-type: none"> <li>• fit - no skinny-fit trousers</li> <li>• length - trousers long enough to cover socks when standing</li> <li>• style and fabric - refined, smart look. No shiny materials</li> <li>• colour - dark and plain. Black, charcoal grey or dark navy. A thin pinstripe is allowed but a checked or flecked pattern is not; dark grey is acceptable but light grey is not; dark navy blue is acceptable but electric blue is not</li> <li>• the trousers and jacket must form a suit and cannot be different fabrics or textures</li> </ul> |
| 1 | Plain V-necked monochrome plain pullover suitable for wear underneath a suit jacket. (Cardigans and cable knit not allowed)   |
| 2 | Plain white collared shirts (six for boarders), long or short sleeved   |
| 7 | Pairs of dark or conservative socks   |

**Uniform List for Girls  
Sixth Form**

**Everyday uniform which must be purchased from school shop**

- |   |  |
|---|--|
| 1 | School scarf (optional but no other scarf may be worn) |
| 1 | Eastbourne College crested<br>PlayerLayer sports kit   |

**Everyday uniform which can be purchased from school shop**

- |   |   |
|---|---|
| 1 | Single or double-breasted dark suit.<br><ul style="list-style-type: none"> <li>• fit - skirt sufficiently generous that it does not ride up.</li> <li>• length - skirt hem on the knee when standing and walking</li> <li>• fit - trousers - straight, no skinny fit</li> <li>• length - trousers should sit on the shoe</li> <li>• style and fabric - refined, smart look. No shiny materials. Lined skirt</li> <li>• colour - dark and plain. Black, charcoal grey or navy. A thin pinstripe is allowed but a checked or flecked pattern is not; dark grey is acceptable but light grey is not; dark navy blue is acceptable but electric blue is not</li> <li>• the skirt and jacket must form a suit and cannot be different fabrics or textures</li> </ul> |
| 1 | Plain V-necked monochrome plain pullover suitable for wear underneath a suit jacket. (Cardigans and cable knit not allowed)   |
| 2 | Plain white collared shirts (six for boarders), long or short sleeved. Fitted shirts permitted but must be worn tucked in if worn with a jumper   |
| 7 | Black opaque tights 70 denier. Clear tights or bare legs permitted for summer dress   |

Uniform **not available** from school shop

- |   |   |
|---|---|
| 1 | Overcoat of navy, black or charcoal grey and monochrome (ie not patterned in any other way and must not be fur trimmed) longer than the jacket which must be worn underneath. |
|---|---|

Miscellaneous items which **can** be purchased from school shop

<p>Calculator FX - 991EX Ink fountain pen Tuck box</p>
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Eastbourne College crested  
PlayerLayer sports kit minimum requirement

- |   |                                |
|---|--------------------------------|
| 1 | House shirt                    |
| 1 | House socks                    |
| 1 | College mid-layer top          |
| 1 | College tracksuit bottoms      |
| 1 | Skort or Shorts                |
| 1 | White College PE shirt         |
| 1 | College long socks (navy, red) |

Boarding pupils will also require

- |   |  |
|---|--|
| 1 | Duvet (not feather)  |
| 2 | Duvet covers (sheets and pillowcase provided by the College at a charge of £10 |
| 4 | Bath towels marked at corner   |
| 1 | Dressing gown  |
| 3 | Sets pyjamas (boys) / nightwear (girls)  |
| 1 | Pair of slippers   |
| 1 | Washbag  |
| 1 | Overnight case or bag  |
| 1 | Shoe-cleaning kit  |
| 1 | Tuck box, lockable (optional - available from school shop if required)         |

### Sportswear for Boys and Girls

There is a wide range of kit available. The school shop will advise on the kit for the first term, other kit may be purchased from the shop when it is needed. Appropriate training shoes are required for indoor and outdoor sports.

### For Parents wishing to sell second-hand uniform

If you have any out-grown uniform that you wish to sell please bring it into the school shop. We request that all items left for re-sale be clean and in good condition and have name labels removed. Items are on sale for six months and if sold a percentage of the selling price will be credited to the pupil's account. If the pupil student has left the College, a cheque will be issued.

Please note, due to the change in sports kit (PlayerLayer), only current sports kit may be left for re-sale.

## C150 Commemorative Items

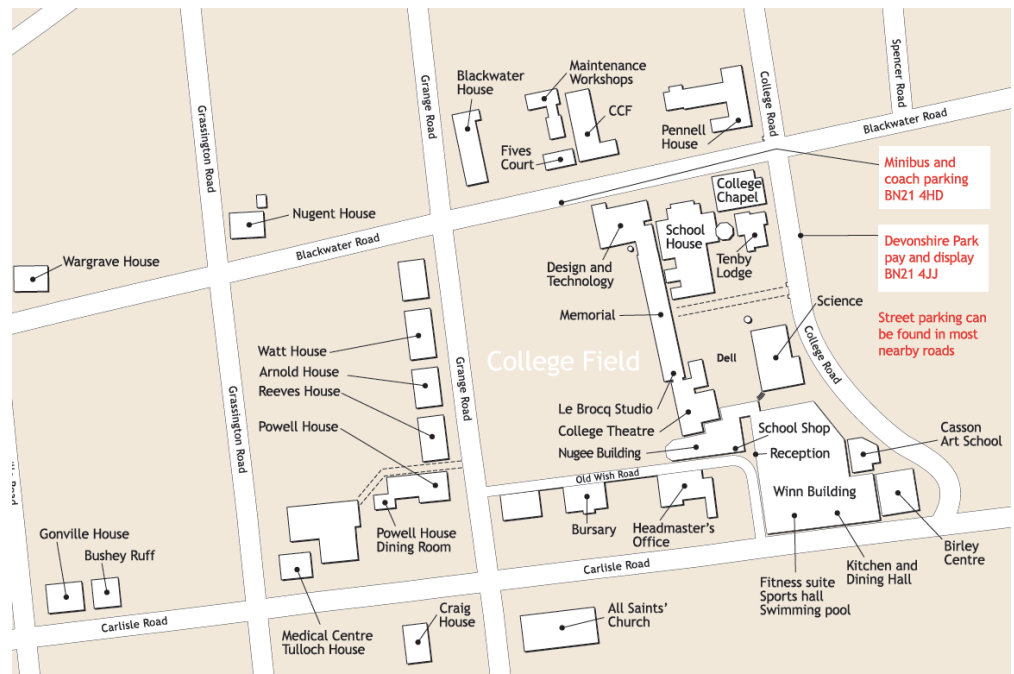
To mark the College's 150th anniversary, a number of commemorative items have been specially commissioned. These are available to purchase from the School Shop at the College or via the dedicated online shop - see link below:

[Eastbourne College 150th Anniversary commemorative items](#)

## Location

Eastbourne College's school shop is located down Old Wish Road, opposite the Headmaster's Office.

School Shop  
Eastbourne College  
Old Wish Road  
Eastbourne  
East Sussex  
BN21 4JY



Date of this policy:	June 18
Policy drawn up by:	GC
Date of next policy review:	May 19
Date for publication of revised policy:	June 19

## References:

### Internal:

- College Rules



## Appendix A

### Information for new pupils

The school shop carries a full range of new and a limited range of second-hand school uniform. It also stocks stationary and toiletries. Uniform can be purchased from the school shop during term time and by booking appointments online using this link: <https://ec-online.eastbourne-college.co.uk/Public/SchoolShopBookings.aspx>

Initial kit, out of school uniform and sports kit must be paid for at the time of purchase, and can be made by cheque, cash or debit / credit card (with a possible surcharge for use of a credit card). Please note that we do not accept AMEX or Uni China cards. Further sportswear and uniform can be purchased when needed.

The school shop is open during term time between 8.15am and 2.15pm Monday to Friday, and Saturdays 9am to 11.45am.

The shop is open to purchase school uniform during the months of July and August at set times; appointment times are available on a first-come first-served basis. We recommend parents make an appointment via the College website as soon as possible for a complete fitting of uniform and sportswear. <https://ec-online.eastbourne-college.co.uk/Public/SchoolShopBookings.aspx>

Before the first week of term, the shop is also open on Sunday 2 September (10am - 4pm) for international pupils only and Monday 3 September (10am - 6pm) for all pupils.

Pupils are able to make purchases in the school shop using their ID card. It is not permissible to purchase items for other pupils using this card. The school shop is also able to accept cash payments. Please contact the school shop if you would like to place a termly limit on the amounts that may be charged to your account.