

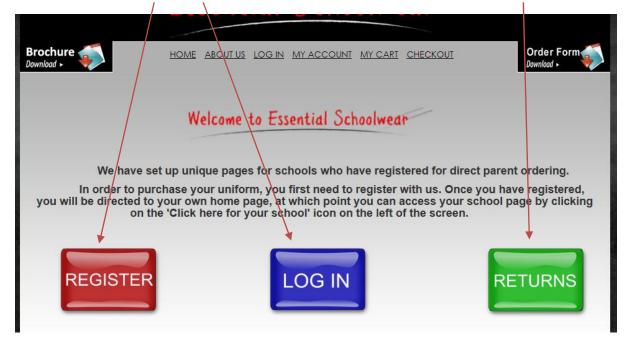
## Colindale Primary School Parent Ordering

To order from our website, click on the link on the Colindale Primary School Website, or go to <u>www.essentialschoolwear.com</u>

You need to register and choose your school before you can order. To do this, click the 'Parent' button.

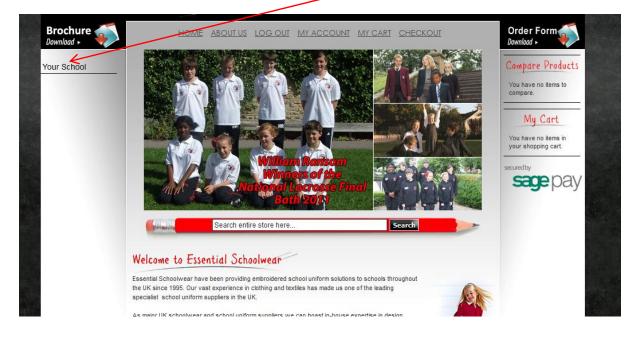


Once here you can register, login if you are a returning customer, or look at our returns procedure.

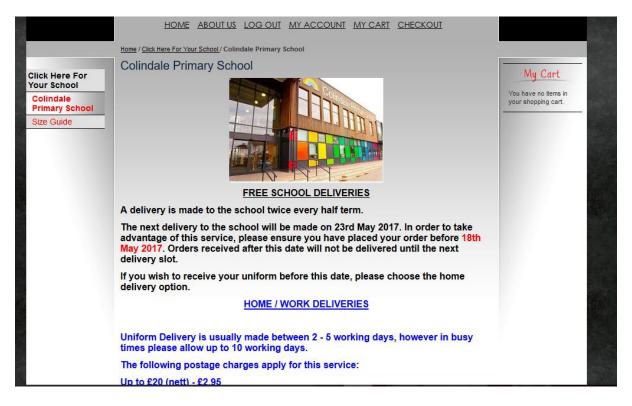


Once registered / logged in, you will be directed to your personal home page. Click on 'Your School'.

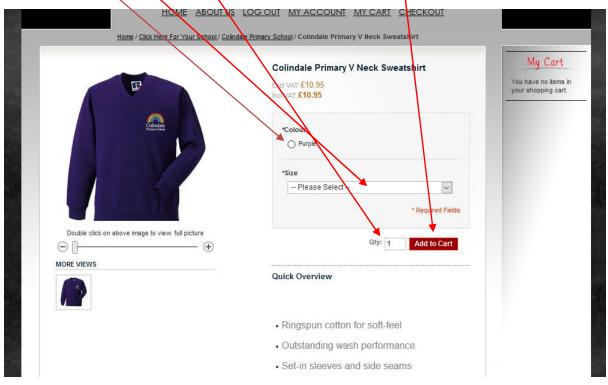
The screen that follows will have 'Colindale Primary School' appear in red, under the 'Your School' icon, which you will need to click in order to see your items.



The items shown are unique to Colindale Primary School. Please scroll down and click on any item you wish to order.



Choose the colour, size and quantity you wish to order and add to cart (Please be aware, the system will not allow you to proceed until all the choices available are chosen).



Once the item(s) have been placed in the basket, the screen will stay on the same page, in order for you to add a different size etc. When you have chosen everything you want from the product, click here to go back to your main school page which shows the full range of uniform. Follow the same format for all the products you wish to order.

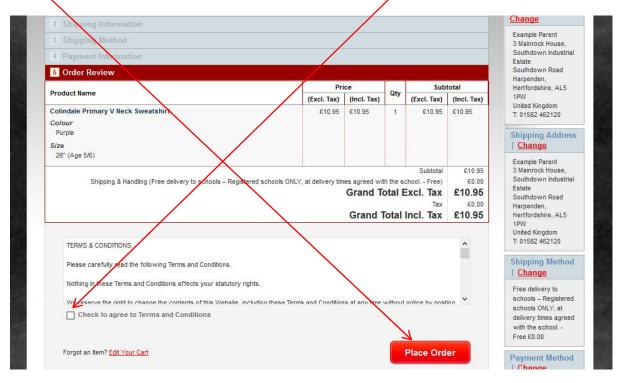
| Colindale Primary V Neck Sweatshirt was added to your | snopping cart.                              | My Cart   |
|---|---|---|
|   | Colindale Primary V Neck Sweatshirt         | There is <u>1 item</u> in your<br>cart.<br>Cart Subtotal: £10.95            |
| F   | Excl VAT: £10.95<br>Incl VAT: <b>£10.95</b> | Checkout<br>Recently added  |
| Calindate   | *Colour<br>O Purple                         | item(s)<br>Edit item<br>Colindale<br>Primary V                              |
|   | *Size<br>Please Select V                    | Neck<br>Sweatshirt<br>1 x Excl. Tax: £10.95<br>Incl. Tax: £10.95<br>Details |
|   | * Required Fields                           |   |
| Double click on above image to view full picture      | Qty: 1 Add to Cort                          |   |
|   | Quick Overview                              |   |

Once you have completed your order, click on the 'Checkout' button on the right hand side of the screen and follow the billing, shipping and payment pages.

Press continue on the Sage Pay payment information page. We do not process, or hold any of your financial information on our website, so after the next screen you will be redirected to Sage Pay to make payment. Sage Pay uses the very latest encryption technology to protect your privacy.

|   | Your Checkout<br>Progress  |
|---|--|
| 1 Billing Information   | Billing Address  |
| 2 Shipping Information  | Change   |
| 3 Shipping Method   | Example Parent<br>3 Mainrock House,  |
| 4 Payment Information   | Southdown Industrial<br>Estate   |
|   | Southdown Road   |
| Sage Day Credit or Debit Card PAYMENT                                   | Harpenden,<br>Hertfordshire, AL5   |
|   | 1PW<br>United Kingdom  |
|   |  |
| You will be redirected to the Sage Pay website when you place an order. | T: 01582 462120  |
| You will be redirected to the Sage Pay website when you place an order. | T: 01582 462120  |
|   |  |
| Secured by  | T: 01582 462120<br>Shipping Address<br>  <u>Change</u><br>Example Parent   |
| secured by pay  | T: 01582 462120<br>Shipping Address<br>I Change<br>Example Parent<br>3 Mainrock House,   |
| Secured by<br>Sage   pay<br>* Required Field                            | T: 01582 462120<br>Shipping Address<br>I Change<br>Example Parent<br>3 Mainrock House,<br>Southdown Industrial<br>Estate                   |
| secured by pay  | T: 01582 462120<br>Shipping Address<br>I Change<br>Example Parent<br>3 Mainrock House,<br>Southdown Industrial<br>Estate                   |
| Secured by<br>Sage   pay<br>* Required Field                            | T: 01582 462120<br>Shipping Address<br>I Change<br>Example Parent<br>3 Mainrock House,<br>Southdown Industrial<br>Estate<br>Southdown Road |

This is the last page before you are directed to Sage Pay. When you have checked you are happy with the garments you have chosen, please read and tick the Terms and Conditions and then Place the order. You will now be redirected to the Sage Pay site.



## secured by Sage Day

## **About Sage Pay Encryption and Data Storage**

Once on their systems, all sensitive data is secured using the same internationally recognised 256-bit encryption standards used by, among others, the US Government. The encryption keys are held on state-of-the-art, tamper proof systems in the same family as those used to secure VeriSign's Global Root certificate, making them all but impossible to extract. The data they hold is extremely secure and they are regularly audited by the banks and banking authorities to ensure it remains so.

## System security

Sage Pay's systems are scanned quarterly by Trustwave which are an independent Qualified Security Assessor (QSA) and an Approved Scanning Vendor (ASV) for the payment card brands.

Sage Pay is also audited annually under the Payment Card Industry Data Security Standards (PCI DSS) and is a fully approved Level 1 payment services provider, which is the highest level of compliance. They are also active members of the PCI Security Standards Council (SSC) that defines card industry global regulation.