



DE LA SALLE HOLY CROSS COLLEGE

ONLINE SHOP HELP DESK – 021 7050288



SCHOOL & LEISURE
YOUR SCHOOLWEAR SPECIALISTS

Dear Parents

School uniforms may be purchased online from the School and Leisure website.

www.schoolandleisure.co.za

For your convenience we will have one of each item in our second hand uniform shop if you would like to fit your child before ordering on line. Blazers will not be available on line and will have to be purchased from the School and Leisure shop from Blackheath Square.

The Second Hand uniform shop is situated at the Junior School reception area and their operating hours are: - Tuesday – 13h15 to 14h15 / Friday – 07h00 to 08h00

STEP BY STEP ONLINE PURCHASE PROCEDURE

IF YOU NEED TO VISIT THE SECOND HAND UNIFORM SHOP FOR SIZING?

The parents who assist will provide you with a uniform order sheet on which you can note the sizes of each item that you require. We cannot accept responsibility for any incorrect items ordered.

You will then be able to visit the website www.schoolandleisure.co.za and order on line at your leisure.

REGISTER A NEW ACCOUNT

Click on “Register” on the top right of the screen to avoid having to re-enter your details every time you purchase on-line. This will also enable you to track your purchase history.

Enter your Email address.

Enter a Password. Please note passwords must contain a minimum of 6 characters and be Alpha Numeric [letters and numbers].

A confirmation email will be sent to you for your records confirming your registration. You need not leave the website. You are now already logged in by means of your email address and password.

You may combine orders for 2 or more children, but please complete the order for one child at a time to avoid any confusion.

HOW TO ORDER

1. Type De La Salle in the block “*start typing your school name*”
2. Click on “Boys” or “Girls”
3. Click on the “Item picture” of the first uniform item required from the uniform list you received at the fitting facility.
4. Select the “Size” as recorded on your uniform list.
5. Select the “Quantity” required in the space below.
6. Select “Add to cart”
7. Select “View cart” or “Shopping cart” (on top right of screen) to ensure that you have added the item and check that the quantity ordered is correct.
8. Select “Continue shopping” and select the second item on your uniform list determined at the fitting facility. After each item selected, click “View cart” and then “Continue shopping”.
9. Go back to HOME PAGE and follow steps 1.1 - 1.9 should you have another child for whom you need to purchase uniform items.
10. Repeat the process until you have selected all the items that you require.
11. Do a final check to ensure that all the items and quantities required are correct. One combined invoice will be created at the end of your shopping basket and one payment must then be made.

Physical Address - High School: 2-22 Rd. Nr3, Victory Park, 2195 / Junior School: Cnr 13th Street & Braemar Road, Victory Park 2195

Postal Address: P O Box 35687, Northcliff, 2115

Contact Details: High School: Telephone: 011 782 4896 Fax: 011 888 1282 / Junior School: Telephone: 011 782 5217 Fax: 011 782 8489

Web: www.delasalleholycrosscollege.co.za / PBO No: 13003577



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DELIVERY

1. Enter BILLING AND SHIPPING ADDRESS
2. SHIPPING [Door to Door]
 - To receive a preferred time for your DOOR TO DOOR delivery, enter the time under “You can leave us a comment here”.
 - In Dec / Jan the delivery date will be no more than 3-4 working days after your order has been placed due to the high volume of orders during BTS.
 - We will however try our utmost to deliver your order within 3 working days from proof of payment
 - Please note. It will be assumed any person at your delivery address who signs for the receipt of the parcel has duly been authorised so to do and will be acting as your agent/representative.
 - Our Courier Company Vertical cloud Logistics will deliver the parcel to your preferred shipping address, home or work.
 - Delivery cost Door to Door irrespective of total order value is R55 subject to a 3-4 business day period, once payment reflects in our account. Overnight delivery is also subject to funds reflecting in our bank account before goods may be sent.

PAYMENT

Click PAYMENT. Payment may be effected online by means of an EFT or by Credit Card

Please use your order number as a reference for payment.

EFT PAYMENT DETAILS: ACCOUNT NAME: LSW SCHOOL & LEISURE CC ACCOUNT: 1164912747 BANK: Nedbank Limited BRANCH: Tygerberg Winelands BRANCH NO: 198765 (Current)	CREDIT CARD PAYMENT: PAYMENT can also be made by means of a CREDIT CARD/ DEBIT CARDS. (NO DINERS or AMERICAN EXPRESS CARDS ARE ACCEPTED) Click “CREDIT CARD” Enter your CREDIT CARD details.
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CLICK “SUBMIT MY ORDER”

RETURNS /EXCHANGES

It is your responsibility to return any item for exchange or refund to our sizing facility. Delivery by post/courier costs will be for your account.

Please ensure that the item is returned in its original state together with a copy of the invoice and the reason for your refund request. Refunds will be effected within seven days once the goods have been inspected and duly approved for credit by our manager. All refunds will be effected in the same manner in which the original payment was made.

Should you require a replacement size this must be ordered online and paid for in the normal manner as per your original online purchase?

Should an item be unavailable at the time of you placing your order, we will contact you as soon as we can confirm the expected delivery date of the items.

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