

Cowan & Lewis Pty Ltd

A.C.N 000412779

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Dear Parents,

Cowan & Lewis look forward to joining with you on the next phase of your child's journey through their school life.

The purchasing of your child's school uniform will be a little different this year due to the COVID 19 pandemic and ensuring we are adherent to the mandatory social distancing restrictions of 1 person per 4 square meters. Our retail store located at 52 Cox Avenue, Kingswood, 2747 will be accessible by appointment ONLY from the 13th October through to the 22nd December.

Cowan & Lewis are very mindful of the inconvenience this may cause with restricted accessibility whilst avoiding unnecessary queuing and delays and ensure the safety of our Staff, Parents and students.

We would encourage all new students entering Kindergarten to be outfitted prior to the end of the year to ensure they are catered for before the new school year

Appointments can be made on the Cowan & Lewis website www.cowanlewis.com.au. Locate your schools crest, click on the booking link and select the appropriate day and time.

- Each appointment will have a 20 minute duration.
- 1 Adult and 1 Child per booking
- For each additional sibling a booking will be required
- We ask that you arrive 10 minutes prior to your appointment
- If you arrive more than 5 minutes late to your appointment we will unfortunately ask that another time be made to ensure the next appointment is not delayed

Alternatively online orders can be made and delivered to school twice a week on Tuesdays and Thursday during the school term. Exchanges can be arranged back through the school office by contacting Cowan & Lewis or leaving an exchange form in the bag to be collected, the exchange form can be located on the Cowan & Lewis website on your school's page.

We thank you for your understanding and cooperation as we work through this challenging time and look forward to welcoming you to our store. Please feel free to contact our staff via email penrithps@cowanlewis.com.au or phone 47217422 should you require any further information.

Staff and Management
Cowan & Lewis Pty Ltd