



Logistics Policy

SWIS Uniform Dress Code & Buying Guide

Dress Code

SWIS uniform is an important part of our identity. Wearing the correct uniform is an affirmation of belonging to, believing in and respecting our learning community.

Day	Boys	Girls	Others
Every Monday and important dates (please refer to any school notifications)	<p>Formal Wear</p> <p><u>Summer:</u> Shorts, Short sleeve shirt, Tie for boy</p> <p><u>Winter:</u> Blazer, Trousers, Long sleeve shirt, Knitted vest, Long sleeve knitted sweater, Tie for boy</p>	<p>Formal Wear</p> <p><u>Summer:</u> Culottes, Short sleeve shirt, Tie for girl</p> <p><u>Winter:</u> Blazer, Dress, Long sleeve shirt, Knitted vest, Long sleeve knitted sweater, Tie for girl</p>	<ul style="list-style-type: none"> When there is a PE class on the day, please bring a PE Kit to the school. Secondary students only: If students need to attend BSA (Before School Activities) or ASA (After School Activities), they need to wear Secondary Activity Kit. Personal sportswear is not permitted.
Every Tuesday to Friday	<p>Day Wear</p> <p><u>Summer:</u> Short sleeve polo shirt, Short trousers</p> <p><u>Winter:</u> Long sleeve polo shirt, Long trousers, Winter jacket</p>	<p>Day Wear</p> <p><u>Summer:</u> Short sleeve polo shirt, Skorts</p> <p><u>Winter:</u> Long sleeve polo shirt, Long trousers, Winter jacket</p>	
Shoes & Socks	<p>Shoes and socks are prepared by students:</p> <ul style="list-style-type: none"> Smart black shoes and white socks must be worn with Formal Wear. Closed/sport shoes and white socks must be worn with Day Wear. Sports shoes must be worn with PE kit. 		



Buying Guide

Parents and students can buy uniform in the SWIS Uniform Shop during the opening hours. Uniform samples are available for students to try on before buying. Students with special and urgent needs can also order uniform at the School Logistics Office. However, this may require longer waiting time because special arrangement needs to be made with the manufacturer.

Buying Time

The SWIS Uniform Shop is open twice per semester. Notification of opening will be sent out ahead of time. Uniform orders outside of these scheduled times can be submitted to Mr. Albert Luo (albert.luo@swis.cn) in person, however it may take 1-2 weeks for delivery.

Location

The SWIS Uniform Shop (The Basement of Building B).

Payment Method

Cash only (RMB 3000-4000 may be required for new students)

Exchange & Return Policy

Conditions

Once the school uniforms are sold, they will not be taken back. Size change is allowed if the uniforms are returned in their original conditions within 5 working days from purchase. Original condition is classed as unworn, unwashed or undamaged, so please take reasonable care and keep all labels of the uniform.

The uniform cannot be exchanged if:

1. The faults of the uniform are caused by the user.
2. It has been washed, put on or has defects caused by inappropriate handling

or alterations after the purchase. Please note that swimsuits cannot be refunded or replaced for hygiene reasons.

3. Its size is not fitting. The school provides opportunities for students to try on the uniform. Parents/students must ensure the sizes are right when ordering.
4. It is reported after 5 working days from purchase.

Procedure

1. Parents need to provide the original receipt (red sheet) for all returns and exchange to the School Logistics Office.
2. The Logistics Office will arrange the exchange or the refund within a week if the uniform is eligible to return or exchange according to the Return and Exchange policy.

Uniform Care Tips

- In the first wash, it is natural that some of the dyes may run out. Please soak the new clothes in salt water for an hour before washing them. This helps keep the clothes colour fast and new.
- Avoid over time soaking. Do not use highly alkaline laundry detergent or powder to prevent degrading the fabrics. Do not soak the clothes in hot water, as it may fade the colours and yellow the clothes by spreading the sweat stains.
- Separate dark and light coloured clothes. A dark green sweater might dye your white clothes green. Wash/dry your clothes inside out and avoid drying the clothes in direct and harsh sunlight. This will help reduce color loss and keep the uniform soft and fine.



Figure 1: The state of the uniform after soaking in water at 15°C for 1 hour for the 1st time.



Figure 2: The state of the uniform after normal washing for the 2nd time.

Contact Person

Mr. Albert Luo
Logistics Officer
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校服搭配要求及购买须知

一、校服搭配要求

校服是学生身份的重要标识之一。正确地穿着校服是对学校这个大社区归属感的体现，是相信并尊重学校的体现。

日	男生	女生	其他
周一或其他重要日期 (以学校通知为准)	正装 <u>夏天:</u> 西装短裤、短袖衬衫、男生领带 <u>冬天:</u> 西装上衣、西裤、长袖衬衫、针织背心、长袖针织衫、男生领带	正装 <u>夏天:</u> 裙裤、短袖衬衫、女生领带 <u>冬天:</u> 西装上衣、连衣裙、长袖衬衫、针织背心、长袖针织衫、女生领带	在有体育课的上学日，学生应携带运动服到校并在课前更换。 中学生（六至十二年级）参加课前或课后体育活动，应携带中学课外活动服并在课前更换。
周二至周五	日装 <u>夏天:</u> 短袖 Polo 衫、短裤 <u>冬天:</u> 短袖 Polo 衫、长裤、棉衣	日装 <u>夏天:</u> 短袖 Polo 衫、短裙裤 <u>冬天:</u> 短袖 Polo 衫、长裤、棉衣	
鞋、袜	在穿着正装或日装校服时，学生应自行搭配白袜子和黑色鞋子。 在穿着体育服时，学生可搭配不同颜色的运动鞋。		



二、购买须知

家长或学生可在开放时间内前往校服室试穿、购买校服。在非开放时间，家长或学生也可联系后勤部临时增购校服，但是校服发放极可能因为生产、物流等原因出现延迟。

（一）校服室开放时间

每学期两次，分别为学期初和学期中。具体时间以后勤部的通知为准。

（二）付款方式

目前，学校校服室仅接受现金支付，请在购买时携带足够现金（3000-4000元）。

三、退换规定

（一）退换条件

校服一经售出，不予退还。家长或学生在收到校服之日起5个工作日内，校服在未经穿着、洗涤、损坏并保留吊牌的前提下，可申请更换码数。

在以下情况下，校服不予退换：

1. 由于自身原因而造成质量问题的；
2. 已穿着、洗涤、损坏、修改（如裤长）的校服以及贴身商品（游泳衣）；
3. 特殊尺寸需定做的校服，如因个人原因造成的尺寸不符的；
4. 超出领取后5个工作日的校服。

（二）更换流程

1. 退换前，请联系后勤办公室，并携带校服订购单红联（即家长联）；
2. 在确认校服符合退换条件的情况下，后勤办公室将在一周内安排更换校服。

四、借用服务

如果学校老师或学生需要临时借用校服室的样衣，应在后勤办公室填写《校服样衣借用单》并领取样衣。样衣数量有限，先到先得。同时，借用人应在校服借出后三个工作日内将样衣归还后勤办公室。在校服借出期间，借用人有责任保证所借衣物的完好。如衣物损坏或丢失，借用人应照原价赔偿。

五、洗涤与保养（棉类）

（一）第一次清洗颜色略深或鲜艳的衣服时可用盐水浸泡一小时，有助于使衣服长期保持如新色彩。颜色略深或鲜艳的衣服在前期清洗时有浮色褪落是正常现象。

（二）日常洗涤时，可将衣物在凉水中浸泡几分钟，但不宜过久，以免颜色受到破坏。棉是天然植物类面料，请避免使用碱性较强的洗衣粉浸泡。不可用热水浸泡衣物，以免使汗渍中的蛋白质凝固而粘附在衣服上，或令衣服出现黄色汗斑。

（三）无论是否褪色，深色和浅色的衣服一定要分开洗。同时，衣物应反洗反晒，避免太阳暴晒，强烈的紫外线照射会使衣物褪色，防止衣服毁色及衣服变黄硬化。



图1：水温在约15度状态下浸泡1小时，第一道洗水的状态。



图2：第二道清洗的洗水状态。

六、负责老师

骆老师

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