

***Protocol for selling uniforms, books and acquisition of school supplies at Novaschool centres***

- For all the administrative management in the Novaschool centres, as well as the purchase of material or uniform, the online process will be encouraged at all times. In the event that it is not possible to carry out any procedure, a prior appointment must be requested from the secretary of the educational centre. No face-to-face request will be dealt with without a prior appointment. Likewise, we remind you that the times that will be assigned in face-to-face care will never coincide with the students' entry and exit times at the centre.
- The periods for the purchase of uniforms in the centres will be extended and can be done through the office email.
- Book reservation service is offered to families.
- For the reservation and purchase of uniforms, the school secretary will inform families how to proceed.
- The established payment methods will be by direct debit, transfer or card payment. **It will not be possible to make cash payments.**
- In case the student has to try on the uniform, an appointment will be made.
- The garments that the students try will follow the disinfection protocols.
- Families will attend the appointment to buy uniforms or books and must strictly follow the rules established in the centres: mandatory use of a mask (go to the centre with your mask, hand disinfection at the entrance and exit of the centre)
- The capacity will take into consideration social distancing of customers in the reception area of the office. All clients will come with their mask and must use the hydroalcolic gel before being attended.