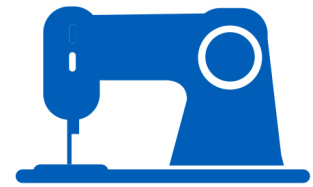


Date: 4th December 2025

Important Update: Sewing Room Closure, Uniform Requests

We would like to update all staff on some changes to our uniform service. These changes are designed to improve efficiency, ensure consistency, and support the overall staff experience across the Trust.



Sewing Room Closure - What You Need to Know

The Sewing Room will be closing from Monday 8th December 2025. From this date, the team will no longer be able to provide uniform alterations. Uniform requests will continue as normal.

Requesting Uniforms Going Forward

Uniforms will still be issued through the usual process, with the following arrangements:

- Uniform requests remain available Monday–Friday, during a 2-hour window (12:30pm – 2:30pm).
- All appointments must be booked via Book Wise.
- Walk-ins or unscheduled visits cannot be accepted.
- Staff will not be asked to purchase any items within their allocated provision.
- Please ensure you have booked an appointment before attending.
- If you require specific sizes or have any queries, please discuss them with the team during your booked session.

Uniform Alterations

With the closure of the Sewing Room:

- The Trust will no longer be able to provide alterations.
- Staff should ensure they select the correct size during their uniform appointment.
- For concerns about sizing availability or specialist requirements, please raise these during your Book Wise appointment.