

## Second Hand Uniform Shop Guidelines 2017/18

The Uniform shop is now well established having first started in 2015 after the introduction of the new uniform. The shop covers Nursery, Prep and Senior school uniform and sports wear. We will update the guidelines and procedures as the 'shop' grows. If you have any queries please contact us at

**[pashop@ratcliffe.leics.sch.uk](mailto:pashop@ratcliffe.leics.sch.uk)**

### Set Up

The Parents Association will run the shop and retain 50% of the value of the items sold. This will cover any admin costs and the balance will go to PA funds to support school projects and charities. The remaining 50% will be paid to the seller.

### Selling times

Dependant on stock levels we will have 2 sales per term, these usually takes place in the Prep School which is where Uniform is stored and is the most accessible venue for all parents.

Dates will be posted on the Parents Portal, the PA notice board (outside Prep School) and advertised via the newsletters. If you are in urgent need of an item before the next sale please email us and we will try to help.

### Uniform Accepted and condition

All current school uniform and sports kit is accepted. Uniform must be School Blazer including boy's trousers and junior school white shirts. Other brands have not sold at the shop as they can be purchased new very economically.

All uniform should be laundered with name tags removed and should not be stained, torn, or damaged. If uniform is received not fit for sale it will be either be rejected or put in a separate bin at the shop sales to be available for people to have at very low cost.

### Pricing

We will price the items up for you. We have a list of the new prices from the suppliers and items in good condition will be priced at approximately half new price. If there is wear, the odd button missing etc the price will be reduced, similarly if the item is in excellent (nearly unworn) condition we will uplift the price to reflect. In summary items usually sell at 20-75% of new price dependant on the condition.

### Submitting uniform

To sell uniform please fill in a form for each item. The forms are available to print from the website and at Junior and Senior reception. Attach the form to the item and put in a bag. If you have a large quantity please do one large list detailing all items and put in a sealed bag with the clothes. Please leave any bags at Prep School or Senior School reception for collection by the PA.

All items will be given a number so buyers will be unaware who the seller of the item is. Please send in items prior to shop open days as it may be difficult to log and put out for sale on the same day.

The PA is unable to accept responsibility for any loss or damage to items whilst in the shop.

### Payment

We pay out to sellers once a term. This will be by cheque /cash and items sold will be detailed. If and item has not sold after a period the price will be lowered if after 2 sales you would like any items returned please contact us.