

Uniform Shop Second Hand Items Policy



1 Rationale

The College Uniform Shop provides a point of sale for second hand uniform items on behalf of current and former parents of the College. The Uniform Shop reserves the right to accept or reject items for consignment sale based on the stated criteria to ensure an appropriate standard of quality for uniforms is maintained.

2 Application

Parents of current and formers students of the College wishing to sell second hand uniform items through the College Uniform Shop.

3 Policy Statement

3.1 Items considered suitable for consignment

- Must be part of the official (current) school uniform
- Must be freshly laundered
- Must not be stained or damaged garments will not be accepted (including ink, paint, liquid paper, dirt, rips, tears, etc.)
- Must not be threadbare or frayed

Blazers will only be accepted if dry-cleaned.

The College Uniform Shop reserves the right to reject items considered unsuitable. This decision is final.

3.2 Process

1. Complete the Second Hand Uniforms Consignment Form (available from the College Uniform Shop or the College Website), individually listing each garment.
2. Garments are accepted 'On Consignment' for a period of one year.
3. Commission is 25% on all uniforms sold. Payments are made half yearly as a Direct Deposit to bank account or credit to school fees. It is the owner's responsibility to notify the College Uniform Shop of any change in contact or payment.
4. The Second Hand Uniforms Consignment Form must be signed to authorise the Uniform Shop to dispose of/or donate to charity uniforms that are deemed not suitable for sale or those uniforms that have not sold within 12 months.

All consignment second hand items are held at the risk of the owner of the clothing. While all care is taken no responsibility is accepted by the College Uniform Shop for loss or damage to any items.

Responsible Officer		Uniform Shop Convenor	
Review		January 2016	
Associated Documents		Second Hand Uniforms Consignment Form	
Version	Authorisation	Approval Date	Effective Date
1	College Principal	February 2015	February 2015