

## **Second Hand Uniform Shop Guidelines**

The shop covers Nursery, Prep and Senior school uniform and sports wear.

If you have any queries please contact us at [pashop@ratcliffecollege.com](mailto:pashop@ratcliffecollege.com)

### **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 back to the seller.

We are of course happy to accept fully donated items (no return to seller) – if that is the case just put in a bag with 'full donation' written on/in it and drop at Prep reception – (we will even take out the name tags for you!)

### **Opening times**

Currently Tuesdays 3.15pm -5.45pm and Fridays 3.15pm -4.15pm plus outside these by arrangement.

### **Uniform Accepted and condition**

All current school uniform and sports kit is accepted but must be School Blazer or Player Layer. We are currently not taking boys grey trousers due to high stock levels. We can accept donated junior school white shirts but cannot resell on your behalf due to low sale value. We may be accepting other items eg sports gear in future.

All uniform should be clean with name tags removed. Price depends on condition; we can accept items with slight damage / marks but they will be priced accordingly. 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/ FOC (no money pd back to seller).

### **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**

The forms are available by email above, the School App, the shop or from Prep school reception. There are 2 sizes of form A4 or A5 based on number of items – please put the form in a sealed bag with the clothes. Please leave any bags at shop during open times or at Prep 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. 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. The payout system currently used is Paypal- so please provide a Paypal email address along with a mobile and email address.