

Second-Hand Uniform Shop: Guidelines for Sellers/Donors

To ensure the best experience for our community and maintain the quality of our stock, please adhere to the following guidelines when submitting uniforms for sale.

1. Condition and Presentation

Items will only be accepted for sale if they are in excellent, saleable condition and meet the current school uniform standards.

Condition Requirement	Details
Current Regulation	Items must be part of the school's current uniform list. Discontinued or obsolete items will not be accepted
Cleanliness	All items must be freshly laundered, clean, and pressed/ironed.
Dry Cleaning	Blazers, Winter Pinafores and Kilts/Winter Skirts MUST be commercially dry-cleaned. The dry-cleaning docket or tag must remain attached as proof.
Repairs	Items must be free from any damage, including: stains, marks, fading, holes, tears, obvious mending, broken zips, or missing buttons (please check all buttons).
Labeling	All personal name tags, labels, or writing must be completely removed before submission.
Animal Hair	Due to allergies, items with any visible animal hair cannot be accepted.

2. Items Not Accepted

The following items are generally **not accepted** for resale, regardless of condition:

- Socks, Tights, or Stockings
- Shoes
- Hair Accessories
- Items that have been significantly altered.



3. Consignment and Payment Terms

Our second-hand shop operates on a consignment basis, meaning we sell the item on your behalf.

- **Selling Price**: The shop staff will determine the final sale price, which is typically around 50% of the cost of a new item.
- **Commission:** The school retains a commission of **30%** of the final sale price. The remaining **70%** will be returned to you.
- Payment: Proceeds will be paid via bank transfer to your nominated account or credited to your family's school fee account when your items have sold. Payments are usually processed monthly.
- **Donations:** You have the option to donate the full proceeds of the sale to the school.

4. Rejected and Unsold Items

- Rejection: The uniform shop staff reserves the right to reject any item deemed unsuitable for sale.
- Holding Period: Items suitable for sale will be held for a consignment period of 6 months.
- **Unsold Items:** If an item remains unsold after the holding period, we will notify you once via email or phone. You will have **14 days** to collect the items, after which they will be considered a donation.

5. Purchase Policy (For Buyers)

- All sales of second-hand uniform items are final.
- The shop does not offer refunds, exchanges, or store credit on any second-hand uniform purchase.

6. Submission Process

- Delivery Location: All uniform items must be delivered to the School Office during regular office hours only.
- Documentation: Please ensure your consignment form is completed and attached to your items.



Second-Hand Uniform Consignment Form

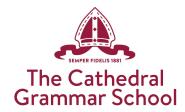
Instructions: Please complete this form in full and attach it securely to the bag(s) containing your uniform items. All items must comply with the Second-Hand Uniform Shop Seller Guidelines (available on the school website).

Seller Name:	
Student's Name:	
Contact Email:	
Mobile:	
Date Submitted:	

Uniform Item List

Please list all items submitted for consignment. Only current uniform items in excellent, clean condition will be accepted.

Item	Size



of

if

Payment Instructions

Please select how you would like to receive the proceeds.

Please	choose ONE option:	
•	[] Credit to School Account: Apply all proceeds to my student's school fee account.	
•	[] Bank Transfer: Deposit all proceeds into the bank account below. Bank Account Name:	
	o Bank Account Number:	
•	[] Donation: I wish to donate all proceeds from the sale of these items to the school.	
Acknow	wledgement and Agreement	
By sign	ing below, I confirm that I have read, understood, and agree to the following conditions:	
1.	All submitted items are current school uniform, clean, and in excellent repair.	
2.	•	
3.	All personal name labels have been removed from the items.	
4.	The Uniform Shop staff will determine the final sale price and retain a commission of 30% the sale price.	
5.	Items not meeting the standard, or unsold after six months, will be disposed of or donated uncollected after notification following a 14 day period.	

Seller Signature:



Uniform Item List

The Cathedral Grammar School

Please list all items submitted for consignment. Only current uniform items in excellent, clean condition will be accepted.

Item	Size