

## Uniform Shop Second Hand Clothes Procedure

**The St Simons Uniform shop offers a second hand uniform selling service.**

1. Items may be left outside the Uniform Shop when unattended in a clearly labelled plastic bag. Items left for sale must be accompanied by a '**SECOND HAND UNIFORM SALE CONTRACT**' form. This form can be collected from outside the uniform shop &/or downloaded from the St Simons internet web site (<http://www.ssrowville.catholic.edu.au/documents.html>). Items left for donation can be left in a plastic bag labelled **DONATIONS**.
2. Worn or excessively faded clothing with holes, stains, faulty zippers or missing buttons will be deemed unsatisfactory and will not be accepted for sale. Please thoroughly check your items to make sure they comply with this requirement. Items deemed unsatisfactory for resale will be discarded and not placed for sale.
3. The uniform shop will only sell second hand St Simons approved school uniform items that meet with current uniform standards.
4. You may elect to sell the items as a donation, with the money raised from selling these items going back into the uniform shop and ultimately the St Simons School community, where funds are used to support various school projects.
5. Items sold on your behalf will attract a seller's fee of \$1 for items totalling \$10 or less, and \$2 for items totalling more than \$10. The fee is based on the total value of items sold over the term and is deducted after items are sold.
6. Items received will be priced accordingly and placed into our Second Hand Uniform racks.
7. Reimbursement occurs at the beginning of each term and the end of the year. A cheque will be drawn in your name and you will be contacted to arrange collection from the school office.
8. Items that have not sold within **3 years** will be donated to the St Vincent's bin outside the school. It is the owners' responsibility to make arrangements to collect any unsold items if they want them back.
9. If you are leaving the area, and/or school, please advise us of your contact details.

We hope by complying with this procedure you understand the process and support our aim to provide the school with second hand items that are in good condition for resale.

Thanking you  
Uniform Co-ordinators