John Wollaston
ANGLICAN COMMUNITY SCHOOL

UNIFORM STORE SECOND HAND CLOTHING POLICY

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PREAMBLE

John Wollaston Anglican Community School (the School) provides a Uniform Store on site as a service to families. It sells new and second hand uniform items. Footwear is not sold at the Uniform Store and must be purchased elsewhere. The Uniform Store Coordinator is responsible for the operation of the School's Uniform Store. The Uniform Store Coordinator is responsible to the Principal, through the Business Manager for carrying out duties associated with the Uniform Store.

SECOND HAND UNIFORMS

The following terms and conditions apply to the School's management of second hand uniform items

1. The Uniform Store Coordinator has discretion on the acceptance of second hand uniform items for resale.
2. All clothes offered to the Uniform Store for resale must be laundered and ironed. Blazers, winter skirts and ties must be dry-cleaned. Proof of dry-cleaning will be required. Items not dry-cleaned will be dry-cleaned by the Uniform Store and the cost deducted from the proceeds of sale. Clothes that are badly stained, faded or are in need of repair will not be accepted. Clothes considered not suitable for resale, unless otherwise stated by the seller, will be donated to charity.
3. Swimwear, hats/caps, underwear and socks will not be accepted for resale.
4. There will be no exchange or refunds on purchased second hand uniform items.
5. All clothes will be sold on consignment, i.e. the Uniform Store will only reimburse the seller when the clothes are sold. Clothes will be displayed for sale and all payments will be made for clothes sold at the end of each term.
6. The selling price of items will be determined by the Uniform Store Coordinator. Each item is priced based on the quality of the item starting at 50% of the full retail price. If an item is brand new (never been worn) then the price is determined from $10.00 short of the full retail price.
7. All items of clothing will be held for a period of 18 months. Items not sold or collected within the 18 month period will be donated to charity. The onus for the collection of unsold clothes is on the seller/owner.
8. There will be a handling fee of 25% of the selling price charged on second hand clothes sold.

The Uniform Store Coordinator is required to explain the terms and conditions to the customer at the time goods are left for resale. The customer is required to complete the lodgement form providing their name, the list of clothing items, address, a contact telephone number and sign acceptance of the terms and conditions as listed.

At the end of each term, a customer who has had second hand uniform items sold on their behalf during the term, will receive the monies owing to them in the form of a credit against any outstanding school fees. If the fee account is fully paid, or in credit, the refund will be deposited into the nominated bank account. Where the children no longer attend the School, the refund will be deposited to the nominated bank account.

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UNIFORM STORE SECOND HAND CLOTHING

LIST OF CONDITIONS

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7. All items of clothing will be held for a period of 18 months. Items not sold or collected within the 18 month period will be donated to charity. The onus for the collection of unsold clothes is on the seller/owner.
8. There will be a handling fee of 25% of the selling price charged on second hand clothes sold.

Note: At the end of each term, families who have had second hand uniform items sold on their behalf during the term will receive the monies owing to them in the form of a credit against any outstanding school fees. If the fee account is fully paid, or in credit, the refund will be deposited into the nominated bank account. Where the children no longer attend the School, the refund will be deposited to the nominated bank account.

Please read the above statements carefully before bringing in clothes for resale to ensure that ***all requirements*** *have been met.*
Items for resale can be left at the Uniform Store during trading hours.

SECOND HAND CLOTHING FORM

Please give full name and details of person receiving payment.

JWACS FAMILY NAME: _____

BANK ACCOUNT DETAILS: Account Name: _____

BSB: _____ Account Number: _____

PHONE NUMBER: _____ Date Submitted _____

All second hand items are put up for sale at the discretion of the Uniform Store Coordinator. Any items unsuitable for sale will be disposed of appropriately. I acknowledge that items not sold within 18 months will be donated to charity.

SIGNATURE:

ITEMS	CODE	PRICE	WHEN SOLD	Less Commission & GST	PAID