

## **ALPA SECOND HAND UNIFORM SHOP POLICY**

### **GUIDELINE FOR SELLERS**

If you would like to sell uniform through the Uniform shop, please read the following FAQ's:

#### **1. What uniform do you accept?**

We accept for sale most items of uniform on the current school uniform list. Here is a summary of what we DO NOT accept:

- Boys white shirts (short and long sleeved)
- Boy charcoal long trousers and shorts unless originally purchased from Stevensons
- Plain grey, black, or white socks and black tights
- Rugby shirts and shorts

All uniform must be laundered and must not be stained, torn, damaged or have buttons and belts missing. Ask yourself, 'Would I buy this item?'. We also do not accept non-regulation items. If we find that you have submitted any of these items, we will not enter them into the shop and will dispose of them as we see fit .

#### **2. How do I label my uniform?**

Download the interactive labels found on the school website. From the homepage, [www.arnoldlodge.com](http://www.arnoldlodge.com), click on the ALPA tab at the top. On the label, enter your name, address, contact telephone number and child's name and form. If your child is no longer at school, put 'LEFT' on the label. You can then either print out as many labels as you like and manually write on each label the details of your items for sale, or edit the labels on the computer.

Please pin these labels onto the front of the uniform with a safety pin (no dressmakers pins or stickers please!). We have plenty of safety pins in the shop should you need them. If items are not so labelled we will assume that they are being donated 100% to ALPA. If you want to do this, we would prefer that you enter "FUND" in the name and address section of the label.

#### **3. What price should I charge for the uniform?**

That is completely up to you and will depend on the age and quality of the individual pieces of uniform. We have produced a guide to pricing individual pieces and this can be found as a separate download on the ALPA web page.

#### **4. Do I need to put the uniform on hangers?**

No. The uniform shop now has its own hangers to improve the presentation of the items in the shop. However, if you wish to donate hangers please leave in Reception (School Office) with your items.

#### **5. Where do I take my uniform once I have labelled it?**

You can do one of two things:

- Bring it along to us at anytime when the uniform shop is open
- Leave the items at Reception (School Office)

#### **6. Will my items go straight into the shop when I hand them in?**

Not necessarily. This will depend on the amount of items that we have in stock and the space that we have to display it.

### **7. How much does ALPA charge for selling the uniform?**

ALPA retains 25% of the value of items sold. This is to cover administration costs of the Second Hand Uniform shop and also to make donations to school projects and ALPA charities

### **8. If my uniform sells, when do I get my money?**

Once a term (December, March and July.) We process all sold labels after all of the uniform shops for that term have taken place. We will then issue you with a cheque for your share of the sale proceeds (75%), subject to a de minimus of £5 being exceeded. If your child is still at school, this will be distributed from the School Office. If your child has left school, your cheque, after a deduction to cover postage, will be mailed to you,

Please note we will not reissue cheques after a period of more than 12 months has elapsed since their issue. Prior to this any reissue will result in our cheque stop fees, currently £12, being passed onto the seller by a reduction in the value of the new cheque.

### **9. What happens if my uniform does not sell?**

We will keep your uniform in the shop for a minimum of 12 months. After this date, we reserve the right to remove your items from sale and dispose of them as we see fit. Unfortunately we cannot return your items to you as this is logistically impractical!