



ARDEN UNIFORM SHOP SECOND HAND UNIFORM POLICY

The Uniform shop accepts clothing to be sold on consignment that is CLEAN, and in good condition. Clothing items that are not clean, or are stained, paint/pen marked, soiled, torn, faded, discoloured or are of an old style cannot be sold by the Uniform Shop.

Any items deemed unsuitable for sale will be disposed of at the discretion of the Uniform Shop manager. If you would prefer items deemed unsaleable returned to you, this instruction must be clearly stated on the second hand uniform submission form.

Second hand items on consignment will be held for sale in the Uniform Shop for a period of up to two years. Whilst the school will endeavour to contact the owner to advise expiration of the holding period, it is ultimately the responsibility of the owner of the second hand items to collect them within 3 months of expiration date, any uncollected items will be considered a donation to the School. The owner of the items must update the Uniform Shop if there is any change of contact details or bank account details during the consigned period.

The Uniform Shop will retain a commission of one third of the selling price. The selling price will be determined by the Uniform Shop manager and will reflect a number of factors including but not limited to age, condition of the garment, current retail prices etc.

The following items are NOT ACCEPTED FOR SALE: School Bags, homework folders, sports bags, swimming costumes, socks, hats, old style uniform or uniform with the old crest.

A completed second hand uniform submission form **MUST** be submitted with the items for sale. Your **NAME, ADDRESS, Email, TELEPHONE NUMBER** and your **bank account details must be included on the form.**

The Uniform Shop no longer issues cheques. Payment for items sold will be by direct bank transfer. You will be notified by email when payment has been made.

The Second hand uniform submission form can be downloaded from Schoolbox or from the school website, www.arden.nsw.edu.au click on the quicklinks tab and click Uniform Shop on the dropdown menu to find the link for Second hand uniform policy and second hand uniform submission form.

Please note it can take several months before an item is sold.

Second hand items can be delivered to the Uniform Shop on Tuesday, Wednesday or Thursdays mornings between 7.30 and 11.00am or Thursday afternoon between 2.30 and 4.30pm.