



Second Hand School Uniform Sale Guidelines

- Please deliver any unwanted school uniform to the school office in a bag clearly labelled with your name, telephone number and email address.
- We will happily price your items for you. However if you want to price your own items please ensure each item is labelled with the following information:
 - Description of item*
 - Size*
 - Price*
 - Your name & contact details*
 - Date*Labels should be attached to garments using safety pins.
- The selling price of an item will be divided as follows:
 - 25% to PTA funds
 - 75% to sellerThis is unless you indicate via a note, included with the items, that you are happy for 100% of the selling price to be allocated to PTA funds.
- Items will be kept in stock for a period of 24 months from the date of donation. If they have not sold after that period they will be disposed of via the local authority recycling facility.
- At any point, the PTA reserves the right to lower the price of an item should they feel that it has been priced too highly by the seller.
- At any point, the PTA reserves the right to dispose of an item if it is deemed to be stained, dirty, damaged or worn out.
- Sportswear decorated with anything other than the current Charlotte House Prep School logo will not be sold. Items submitted with old logos will be disposed of via the local authority recycling facility.
- Any piece of uniform that is not on the current Charlotte House Prep School uniform list cannot be sold. Such items will be disposed of via the local authority recycling facility.
- Each year we will hold two second hand school uniform sales, one at the start of the Autumn Term and one at the end of the Spring Term. Outside of these times we will do our best to accommodate any specific requests from individuals. The exact dates and times of school uniform sales can be found on the school calendar.
- We do ask that buyers bear in mind that the items being sold are second hand and as such are sold as seen.