



## SECOND-HAND UNIFORM POLICY

The Parent and Friends run a second hand uniform shop in the old Development House. If you wish to sell your uniform through us, the following procedures apply:

- 1 All uniform must be clean and ironed and good for resale (no stains, rips or patches). All skirts must be presented on a skirt hanger and all blazers **MUST** be dry-cleaned.
- 2 All items must be listed on the Booking In sheet and have the relevant label attached with a safety pin. **NO** staples or pins please.
- 3 Any item not suitable for resale will be passed on to a charity, this includes any items which are no longer current Yarra uniform or become obsolete whilst for sale. (Due to the vast number of items for sale, parents will not be contacted when this happens).
- 4 Prices can be set by parents or a recommended price given by the P & F
- 5 75% of the sale price, once sold is added to your Yarra account and 25% is retained by P & F. (Ex-student will be paid twice a year by cheque if items are sold. Please provide a self-addressed stamped envelope for your cheque.)
- 6 We do not accept any numbered sports tops or prefect's ties, socks, tights, caps, bathers or shoes.
- 7 Parents are welcome to donate items directly to P & F
- 8 Uniform items will be kept for sale for a period of 18 months.

All P & F funds are channelled back into the school and used to enhance the student's experience.

*enhancing the Yarra Spirit*