



## SECOND-HAND UNIFORM POLICY

Yarra Parents and Friends operate 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 items must be clean and ironed, and in good condition 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 labels 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 Any item not suitable for resale will be passed on to a charity, this includes any items which are no longer current Yarra uniform or become obsolete whilst for sale.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. When an item is sold, 75% of the sale price will be added to your Yarra account and 25% is retained by P & F. (Ex-student consignments will be paid twice a year into a nominated bank account. Please provide banking details on the Booking In sheet.)
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, after which time they will be considered a donation to P & F.

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