

Instructions and Terms/Conditions **Friends of SWPS Second-Hand Uniform Sale**

We are glad you are selling your pre-loved uniform through Friends of SWPS so you can earn some money back. Below are the terms and conditions.

1. Please fill out and attach labels to each item of clothing with a safety pin so that we can monitor the clothing that comes in and know who it belongs to. Labels are part of this document so please print and fill them out.
2. Please fill out the inventory form in this document that lists all your items of clothing for sale. This gives us a record of the items that you have sent in to us. Please tick the Gift Aid box if you are happy for us to gift aid the commission that we receive from the sale of your items.
3. Please make sure you send in a self addressed stamped envelope so that we can send you a cheque with the money you earn.
4. Please make sure all your garments are washed or dry cleaned so they are in the best condition possible for the sale.
5. We have created a document with a guide for pricing each item which we will use to sell the uniform and PE Kit. Please put your own pricing on Dof E kit (put your own pricing on DofE kit). The garments should be in good condition for this pricing.
6. Any item that doesn't sell after 3 terms will either be donated to the school or sent back to the owner if they have requested for us to do this.
7. Friends of SWPS will take a 25% commission on any items that are sold. This donation will go to the school and the remainder of the money will go back to the owner.
8. Please only send in school uniform that has been obtained from the official SWPS uniform supplier.
9. Once you have filled out the form and labelled the garments then please bring them into school and leave them in the boxes at the pupil entrance.
10. If you are just donating your items to the school then please fill out the inventory form and tick the boxes that say donate and gift aid. We then can gift aid these items when we sell them.

If you have any further queries or you would like to help with a second-hand uniform sales then please contact **Kirsten Patient** on **07807 623498**.



Pricing Guide for the Friends of SWPS Second-Hand Uniform

This is a price guide that we think would be a reasonable amount for each piece that is in a good condition for second-hand uniform. At this time we are looking for the below items to sell. For the Shorts and tracksuit bottoms, we need only size 11-12.



School Blazer
New: £90
Used: £45
(all sizes)



SWPS Baselayer
New: £25
Used: £10
(all sizes)



SWPS Polo
New: £28
Used: £12
(all sizes)



SWPS Skirt
New: £41
Used: £20
(all sizes)



SWPS Leggings
New: £27
Used: £10
(all sizes)



Tracksuit Bottoms
New: £26
Used: £12
(sizes 11-12 only)



SWPS Jumper
New: £23
Used: £10
(all sizes)



SWPS Skort
New: £22
Used: £10
(all sizes)



SWPS Shorts
New: £16
Used: £6
(sizes 11-12 only)



Long Sleeved / Short Sleeved White Blouse
New: £16
Used: £6
(all sizes)



Lab Coat
New: £21
Used: £10
(all sizes)



SWPS Jacket
New: £34
Used: £15



SWPS Trousers
New: £24.50
Used: £10
(all sizes)

Please Attach a Completed Label to Each Garment

NAME:

DATE HANDED IN:

TYPE OF GARMENT:

SIZE OF GARMENT:

PRICE:

NAME:

DATE HANDED IN:

TYPE OF GARMENT:

SIZE OF GARMENT:

PRICE:

NAME:

DATE HANDED IN:

TYPE OF GARMENT:

SIZE OF GARMENT:

PRICE:

NAME:

DATE HANDED IN:

TYPE OF GARMENT:

SIZE OF GARMENT:

PRICE:

NAME:

DATE HANDED IN:

TYPE OF GARMENT:

SIZE OF GARMENT:

PRICE:

NAME:

DATE HANDED IN:

TYPE OF GARMENT:

SIZE OF GARMENT:

PRICE:

NAME:

DATE HANDED IN:

TYPE OF GARMENT:

SIZE OF GARMENT:

PRICE:

NAME:

DATE HANDED IN:

TYPE OF GARMENT:

SIZE OF GARMENT:

PRICE: