



The Friends' School Shop

1 Wilson Street

North Hobart Tas 7000

Phone: 03 6238 2328 Email: shop@friends.tas.edu.au Web: www.friends.tas.edu.au

SECOND HAND UNIFORM LODGEMENT

Parent/Guardian Full Name: _____

Address: _____ Suburb & Post code: _____

Phone: _____ Email: _____

Name of eldest child at School: _____ Year/Tutor Group: _____

As a service to the school community, the School Shop accepts second hand uniform items, school bags and some sporting equipment for re-sale. All second hand items sold via the School Shop directly benefit the Parents and Friends Association, with a portion of the commission fee being donated to the P&F.

Items must be:

- ✓ Current uniform
- ✓ In good order
- ✓ Freshly laundered
- ✓ Free from holes, tears, patches, fading and stains*
- ✓ Fully stitched at hems and seams
- ✓ Blazers must be dry-cleaned with receipt or dry-cleaning tags attached

Precluded from second hand sale:

- ✗ Swimwear
- ✗ Hats
- ✗ Sports briefs and leggings
- ✗ Rowing zoot suits and training tops
- ✗ Hair accessories
- ✗ Socks and tights
- ✗ Sneakers and school shoes

* Laboratory coats may be accepted if lightly stained so long as all other requirements listed above are met.

Any items that do not meet the standards set out above will be disposed of at the discretion of the School. Wherever possible, unsuitable items are recycled either in part or whole and/or donated to charitable causes.

Goods are displayed for sale on behalf of the owner for one (1) year. After that time, unsold items will automatically become the property of the School to be sold or disposed of at their discretion.

The School reserves the right to remove any item from sale and dispose of it should the garment type be superseded or removed from the uniform list during the one year period.

Items are priced in accordance with the Uniform Price List, at half the new cost (as at the date of lodgement). Non-standard items which are not available new from the Shop, eg sports boots and equipment, must be priced by the parent/guardian lodging the item. Commission of 25% is deducted from the sale price, half is donated to the P&F and half is retained by the School to offset the costs of administering the service.

Second hand sales are accumulated on a monthly basis and the proceeds (net of commission charges) are paid by direct deposit to the nominated bank account. Remittance advices are issued for each transaction via email. In the event that bank details have not been supplied, proceeds (net of commission charges) will be applied to the next available family fees account as a credit.

At the discretion of School management, any proceeds from second hand sales may be permanently applied against any overdue amounts owed by the owner to the School.

I agree to the above listed conditions and charges and authorise the School to dispose of any unsuitable items at their discretion.

Signature of Parent/Guardian: _____ **Date:** ____/____/____

Copies of this form are available to download from the School website

Office use only: Family Code: _____

The Friends' School is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act. The Friends' School uses and manages sensitive and personal information provided to or collected by it in compliance with these requirements. Further information in relation to our requirements can be found in our Privacy Policy which is available on our website www.friends.tas.edu.au

OFFICE USE ONLY - THIS SIDE WILL BE COMPLETED BY SHOP STAFF:

Office use only – Family Code: _____

Type of garment	Size	Barcode	Price	Comment

Processed by: _____ Date: ____/____/____ Checked by: _____ Date: ____/____/____