



Second-Hand Uniform Selling Instructions, Information Form & Labels

Gordon’s School Second-Hand Uniform Shop is managed by the GSPA and open on Saturday mornings in the School Dining Hall. Opening hours are 09:45 am to 12:00 pm on the following dates:

Sat Sep 7th 2019	Sat Oct 5th 2019	Sat Nov 9th 2019
Sat Dec 7th 2019	Sat Jan 11th 2020	Sat Feb 1st 2020
Sat Mar 7th 2020	Sat May 2nd 2020	Sat Jun 27th 2020

The sale of second-hand uniform operates on a 60%/40% basis (60% to the parent) or the full proceeds can be donated to the GSPA, all funds raised by second-hand uniform go directly to finance school projects. If you would like to sell anything at the sale please use a safety pin to attach a label to the clothes or for shoes, to the laces. The label should include your name and a contact telephone number.

We are happy to sell **GOOD QUALITY** items on your behalf. These include all branded uniform items and girls grey skirts. Please note we reserve the right to decline to sell any items which are **stained, torn or otherwise damaged**. Any clothes that either do not sell or are not of a good enough quality are sent to charity. It may sound obvious but please ensure items you bring for sale are freshly laundered 😊. **Please note, due to high stock levels we are not currently accepting Jumpers.** Any jumpers donated will be passed on to a charity shop.

If you are selling items (rather than donating them), please complete a selling form and attach one a label (see below) to each item. For Parade shoes please use something more robust such as a cardboard tag (we have some available at the sales each month) and complete 2 tags, one for each shoe, tying the label securely to the bottom laced shoelace or through an eyelet.

It may seem strange to ask for a description of the item, but once that label has been taken off your item and put in the cashbox, we won’t know what it was previously attached to. Prices are set by the GSPA and reviewed at the beginning of each school year. (Please see the GSPA website for the current pricelist.)

Any items unsold when the prices are revised will be sold at the new price, not the price at the time the item was donated.

Please include your bank details with your items so that we can refund you directly into your bank account when they are sold. If you DO NOT supply your bank details we will assume your uniform is a donation. Your clothes will be kept for the next sale if they don’t sell straight away.

Depending on when your items are sold will determine when you receive a BACS credit.



Gordon's School Parents' Association

Information Form

Name:	
Contact Details:	
Bank Name:	
Account No:	
Sort Code:	

Bank details are requested in order to pay proceeds directly into your bank account

IF YOU DO NOT PROVIDE BANK DETAILS WE WILL ASSUME YOU ARE DONATING UNIFORM TO THE GSPA

If you are concerned about the security of your personal information you can leave your name, contact & bank details in a sealed envelope in the GSPA Post Box for the attention of the GSPA Treasurer.

List of items for Sale: Please only list items for which you would like to receive 60% of the sale price		



SECOND HAND UNIFORM ITEM LABELS

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