

# Second Hand Uniform FAQs

## Which items can I donate/sell?

Thank you for donating/selling your items via the RGS Prep Second-Hand Uniform Shop. The RGS Prep Second-Hand Uniform Shop can only accept good quality and clean uniform for resale.

There is a link to the RGS Prep Second Hand Uniform Sales Form on the main LPA page. This states all the uniform we sell, the prices we will sell it for and the amount you will get reimbursed for your donations.

## How do I price items?

RGS Prep Second-Hand Uniform Shop uses standard pricing for second-hand uniform. Click on the RGS Prep Second-Hand Uniform Sales Form below to see these. Please note RGS Prep Second-Hand Uniform Shop can only accept good quality and clean uniform for resale.

We reserve the right to dispose of uniform which is unfit for sale. If an item remains unsold after 12 months it will be sent to charity or the material recycling scheme.

## How do I label items?

If you are donating uniform (LPA receives 100% of the profit) you do not need to label it. Please just leave the items at the collection point and we will do the rest. Thank you for your donations!

If you wish to sell your items, you need to:

1. Complete a label for each item. There is a link to the RGS Prep Second Hand Uniform labels on the main LPA page.  
**Please note do not write any price. Prices for each item are fixed.**
2. Fix the label to each item of clothing. Attach it on the front or on the collar.
3. Complete the Sales Form.
4. Put all labelled clothes and the Sales Form in a bag.
5. Drop off the items. Thank you for your donation!

## Where can I drop off items?

At the moment, if you wish to donate uniform, please put the items in the porch of Markham House and knocking on the office window and they will store for us. When things return to 'normal' place the items in the plastic container located under the stairs in the main entrance of school (Markham House) or bring them along to a second-hand uniform sale.

## What are the Terms and Conditions?

Commission on all sale items is 40% and donated items is 100%. All proceeds go to the LPA to be used for the benefit of the boys and the wider community. Payment to sellers will be made in arrears once a year after the final sale of the academic year i.e. in approx. July. Payment will only be

made when money due is over £5. If you do not provide us bank details, we will not make a payment and the money will be donated to the LPA.

### **What happens to items which do not sell?**

We will try to sell your items for 12 months. The Labels and Sales Form asks you to state the month and year that you submit the items so that we can ensure that they are offered for sale for a full year. Any items that remain unsold in our stock at the end of the year will automatically become RGS Prep Second Hand Uniform Shop stock and if subsequently sold the funds will be donated to the LPA. Some items may also be sent to charity or the material recycling scheme.