



Warwick Preparatory School
Association

WPSA UNIFORM SHOP SELLER GUIDELINES

If you would like to sell uniform through the Uniform shop, please read the following FAQ's:

1. What uniform do you accept?

We accept for sale most items of uniform on the current school uniform list. Here is a summary of items we DO NOT accept:

- Old style Blazers (with or without the braid)
- Old PE sweatshirts with "Warwick Prep" on the back
- Old stripy scarves or grey bobble hats
- Old style summer dresses
- School Rucksacks

All uniform must be laundered and must not be stained, torn, damaged or have buttons and belts missing. We also do not accept non-regulation items. If we find that you have submitted any of these items, we will not enter them into the shop and will donate them to charity.

2. How do I label my uniform?

Download the interactive labels found on the school website. From the homepage, www.warwickprep.com, click on the WPSA tab at the top. Once on the WPSA page click on the Second Hand Uniform Shop link from the menu on the left hand side. On the first label, enter your name, address, contact telephone number and child's name and form. If your child is no longer at school, put 'LEFT' on the label. Once you have filled in these details on one label, they will automatically be entered onto the other labels. You can then either print out as many labels as you like and manually write on each label the details of your items for sale, or edit the labels on the computer.

Please pin these labels onto the front of the uniform with a safety pin (no dressmakers pins or staples please!). We have plenty of safety pins in the shop should you need them.

3. What price should I charge for the uniform?

That is completely up to you and will depend on the age and quality of the individual pieces of uniform. The size also has an impact as the largest sizes do not sell as well as the smaller and medium sized items. We have produced a guide to pricing individual pieces and this can be found as a separate download on the Uniform Shop web page.

4. Do I need to put the uniform on hangers?

No, we do not require you to place your items on hangers. The uniform shop has its own hangers.

5. Where do I take my uniform once I have labelled it?

You can do one of two things:

- Bring it along to us at any time when the uniform shop is open.
- Hand it in to the school office and we will collect it from there.



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6. Will my items go straight into the shop when I hand them in?

No – the items will need to be booked in to the uniform shop so that we can keep a list of the stock that we hold. If you bring your items along during a sale, they will be booked in as soon as possible and put out for sale at the next sale. The earlier you hand in your uniform before a sale the more likely it is to be in the next sale.

7. How much does WPSA charge for selling the uniform?

WPSA retains 30% of the value of items sold. This is to cover administration costs of the Uniform shop and also to make donations to school projects and WPSA charities. For example, we are currently sponsoring a child called Samuel to attend school at the Spurgeon's Academy in Kenya. We have also recently funded some new gymnastics matting for the PE department.

8. If my uniform sells, when do I get my money?

We pay parents for items that they have sold twice during the school year, in January and July, as long as the amount exceeds £10. Any amount under £10 is held over and added to the next payment.

We process all sold labels after each of our uniform shops and keep these on file. After the last uniform sale of the payment period we calculate how much each parent should be paid. Payments are made online, so please ensure that you submit your banking details – the form for this can be found on the website and handed in to the school office. If we do not have banking details we will issue a cheque, but we are aiming to move completely to online payments.

Parents will be advised of their payment via email – this will let you know that an online payment has been made and will itemise what has been sold. This method of communication means that original labels attached to garments will not be returned; they will however be retained by WPSA Uniform in case of any queries for 12 months after the payment date.

Please ensure that you complete the online banking details form which can be found on the WPSA Second Hand Uniform page of the school website.

9. What happens if my uniform does not sell?

We will keep your uniform in the shop for a minimum of 12 months. After this date, we reserve the right to reduce the asking price and/or remove your items from sale. Unfortunately we cannot return your items to you as this is logistically impractical, particularly as we are volunteers. We will however donate the items to charity.