



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 we accept?

We will only accept freshly laundered, good quality, NEARLY NEW items. They must not be stained, torn, damaged or have buttons missing please. We also can not accept non-regulation items.

If we find that you have submitted any of these, we will be unable to enter them into the shop, but will donate them to charity.

Please see separate 'Uniform Shop - Items list' for a full list of the items we accept. We no longer accept Middle & Upper School Rucksacks or Nursery black pumps. We also do not accept socks or tights.

2. What is the difference between selling and donating uniform?

All uniform can be donated, this is when WPSA will receive 100% of the value sold. Certain items are ONLY accepted as a donation. These are the lower value items. For the higher value uniform WPSA are able to sell on behalf of parents, who will receive 70% of the value of each item sold. WPSA then retains 30% to cover administration costs of the Uniform shop and also to make donations to school projects and charities supported by WPSA.

Please see separate 'Uniform Shop - Items list' for a full breakdown of uniform that can and can't be sold on behalf of parents. If you are donating uniform please mark clearly on the outside of the bag that it is a donation, (and therefore that you are not expecting to receive any money for it).

3. How do I label my uniform?

Only items which are to be sold on behalf of parents need to be individually labeled (i.e. donations do not need to be labeled). As of October 2020 we have introduced new labels which will be much easier for parents to complete, and will also reduce the admin burden on the volunteers:

- Download the Label Generator spreadsheet found on the school website: From the homepage, www.warwickprep.com, click on the WPSA tab down the left hand side and then on the Second Hand Uniform link. The spreadsheet is linked near the bottom of the page.
- There are instructions on the first sheet of the spreadsheet: you will input your details and the information for each item - this will then generate your labels automatically on the next sheet, which you can print out, cut up, and attach to your items.
- Once complete the final step will be to email the spreadsheet to us, as outlined in the instructions, to allow us to add your items to our master stock list once received, eliminating the need for us to manually enter each item.

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.



4. What price should I charge for the uniform?

Please refer to the 'Pricing Guidelines for Sellers' PDF on the WPSA Uniform Shop web page. It is up to the seller to determine the price of an individual item based on its condition, up to the maximum price. Prices above the maximum will be reduced.

Please bear in mind the size also has an impact, as the largest sizes do not sell as well as the smaller and medium sized items.

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

At the present time uniform can only be handed in to school at advertised days and times, to minimise the number of parents visiting the school office. These times will be communicated in letters from school and on the website.

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

No, not if we are selling on behalf of parents – 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 for each seller. If you bring your items along during a sale, they will be booked in as soon as possible and put out 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. 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 sales 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 PDF form for this can be found on the Uniform Shop web page and handed in to the school office or included in your bag of uniform.

Parents will then be advised of their payment via email – this will let you know that an online payment has been made and will list which items have 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.

8. 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 these items to charity.