



# SECOND HAND UNIFORM SHOP POLICY



## PURPOSE

To make provision for and facilitate, the sale of good quality, donated, second hand uniforms.

## OBJECTIVES

To provide an efficient service which offers the opportunity for parents to purchase approved school uniform at a reduced cost.

## GUIDELINES FOR IMPLEMENTATION

- The School Council is responsible for the operation of the Second Hand Uniform Shop.
- The Second Hand Uniform Shop will be managed and operated by School Council approved persons, on designated days or on request.
- Second Hand Uniform Shop personnel will be responsible to School Council for operating procedures.
- Items sold at the Second Hand Uniform Shop will be in keeping with the school's Student Dress Code Policy.
- Banking will be conducted according to internal controls as specified by DET.
- Payment for uniforms may be made by cash, cheque, or selected credit cards.
- Variation to operating procedures may be made by School Council at its discretion

## FURTHER INFORMATION AND RESOURCES

- HPPS Student Dress Policy

## EVALUATION

Evaluation of this policy will be carried out by the Principal and representatives from School Council, as part of the Education and Policy Committee's cyclic review process. It will be reviewed in four years' time, or beforehand if a significant issue arises.

**Prepared by:** Janet Evison and Adriana Dickinson

**Approval Date:** 18<sup>th</sup> March 2021

**Review Date:** March 2025

**Signed:**

Janet Evison  
*Principal*

Alan McKinlay  
*School Council President*