

UNIFORM SALE: 2010 to 2011

Dear Parents

Over the past few months, the NPSPA Committee have been working on a new arrangement for the sale of second-hand NPS School Uniform.

In this letter, we set out the new procedures together with important information for all parents wishing to donate, sell or purchase School Uniform. If you are one of these parents then please read on...

KEY TIMINGS

A Uniform Sale will be held by the PA once per term. The relevant dates, which will also be published on the Parents Association web page, are:

	AUTUMN TERM 2010	SPRING TERM 2011	SUMMER TERM 2011
Uniform Drop Off	Tue 12 Oct 3.15pm to 4.15pm Wed 13 Oct 8.15am to 9.00am	Fri 18 March 3.15pm to 4.15pm	Fri 17 June 3.15pm to 4.15pm
Uniform Sale	Mon 18 Oct 2.45pm to 4.15pm	Thurs 24 Mar 2.45pm to 4.15pm	Fri 24 June 2.45pm to 4.15pm
Reimbursement	Mon 1 Nov 2.45pm to 4.15pm	Thurs 31 March 2.45pm to 4.15pm	Friday 1 July 2.45pm to 4.15pm

Please see sections below for further information, including location for each event.

PRICE LIST

To make matters simple for everyone, the PA has agreed on a standard price list for uniform items that we can sell. The price list is attached to this letter. We have distinguished two categories for the quality of uniform – EXCELLENT or AVERAGE.

The PA Committee members attending the Drop Off will notify you which of the two categories each item of uniform handed to them is in. If you feel this is not correct than you may withdraw your item.

Any item that is not on the Price List will not be sold by the PA through the Uniform Sale – so there is no need to drop these items off.

UNIFORM DROP OFF

To assist in the collection and categorisation of uniform prior to sale, we have decided to hold a Uniform Drop Off day each term (2 dates in Autumn Term).

The purpose of this is simple – to allow parents to drop off uniform that they wish to either sell or donate in an organised process.

All uniform should be dropped off to the **DOVECOTE CENTRE** only (please do not hand it in to the school office) on the relevant drop off day.

All uniform must:

- Be washed & cleaned
- Have all name tags removed
- Have all buttons and zips in working order
- Have No holes
- Uniform taken at PA's discretion
- Be in saleable order / good condition
- Have a completed **CLOTHING TICKET** attached to it – only necessary if you are seeking reimbursement of part of the sale proceeds

CLOTHING TICKET

To enable the PA to easily identify parents who wish to be reimbursed in the event that their uniform is sold, the PA have developed a CLOTHING TICKET. This ticket must be completed in full prior to Drop Off for each and every item of clothing requiring reimbursement.

Clothing Tickets can be downloaded from the PA website or alternatively are attached to this form. They are self explanatory.

UNIFORM SALE DAY

The actual sale of uniform will take place on the days/times in the table above. The sale will take place in the Dovecote Centre.

MONEY REIMBURSEMENT

The NPSA have agreed that, for those parents who have completed a Clothing Ticket, 50% of the sale value of each item will be retained by the PA for its funds. The remaining 50% will be returned to the parent on Reimbursement day/time, as per the table above.

Parents are requested to come to the Dovecote Centre to collect their proceeds, which will be distributed, if possible, in cash. Unless a parent notifies the PA in advance that they are unable to attend the Reimbursement time (for which alternative arrangements will be made) then any non collections will be added to the PA reserves for the benefit of the boys.

QUESTIONS

If you have any questions in relation to the Uniform Sale, then please email the PA at npsa@northwoodprep.co.uk

Please do not contact the School Office as they are not responsible for Uniform matters.

Kind regards

Vish Mehta
Secretary – NPSA