

Second Hand Uniform Sale Sellers Guide

This guide is for anyone wanting to sell items at our sales. Thank you for putting items in the sale: you are helping to support events and projects at Kingsley as well as helping the environment by letting your items be reused. Please follow each of the steps below to sell your items.

If you would like to donate uniform, you can ignore all this and simply drop the uniform in a bag to the school with a note stating 'Donation'. 100% of the proceeds will go to specific projects and events at Kingsley.

All sales are entirely run by volunteers.

If you would like to help the team, please email Alex on friends@kingsleyschool.co.uk

1) Check whether your items are suitable for the sale

The items of uniform must conform to the following criteria:

- Be current school uniform only as per the guide found on The Kingsley School website on the following link: <https://www.thekingsleyschool.co.uk/wp-content/uploads/2020/05/The-Kingsley-School-Uniform-Guide-2020-21.pdf> (or it can be found under Parents, Uniform)
Exception to this are 'other' items you may know that your child used for school which may not be listed. For example, we will happily sell Sports Day Coloured T-shirts and plain black dresses for school concerts.
- Items must display the current Kingsley badge:



Unfortunately, we cannot sell items with this old logo:



- Uniform must have been **recently** laundered (please!)
 - Items must be in a good condition (ready to be worn)
 - Free from stains
 - No Holes
 - No Broken zips/missing buttons etc.
 - No repairs
 - We do not sell tights or socks but will happily pass them on to new homes for free. Do not register them or label them, just pop them into your bag and we will put them out in the sale for people to take and use.
- Thanks.

2) Register you and your items

Once you have decided what items you want to put in the sale please complete the form that can be found on The Kingsley School website, in the parents, second hand uniform form section:

<https://www.thekingsleyschool.co.uk/second-hand-uniform-sale-form/>

Please enter your details in the boxes and then list everything you wish to sell, using a new line for each item. This creates our database of what you are selling so it is important that you list everything (except socks/tights).

A Unique Seller Number is automatically generated as you open the form, please leave that number as it has generated. It will be your seller number.

Please agree to the terms at the bottom and press 'SEND' to submit the form.

The 'Unique Seller Number' will be listed clearly on the confirmation email sent to you along with the items you have entered.

Your Name (required)
Second Hand Uniform Team
Email (required)
Shus@kingsleyschool.co.uk
Telephone Number (required)
01926 425127
Uniform Items (please enter a list of items to sell)
Short sleeved shirt Long sleeved shirt Long sleeved shirt Pullover Pullover Prep Pinafore Prep Winter Hat Prep Summer Dress Prep Summer Dress Prep Summer Dress Prep Summer Hat
I understand that if an item has not been sold
<input checked="" type="checkbox"/> I understand
Unique Ticket Number (auto generated)
72922
SEND

Second Hand Uniform Sale Sellers Guide Continued

3) Label all your items

Please label each item of uniform that you would like to put in the sale.

Labels are essential because:

- We can link the item to you, the seller, and you will receive your share of the proceeds
- The buyers can clearly identify the item, size and price

We have created a template you can use with all the information we need on it. There is a printable page of 10 templates at the end of these guidelines.

Please either:

- Print and cut these out, 1 per item. Fill in the details for each item including a price (see price guidance in the next section) and then using a safety pin, please attach to your item somewhere obvious but that doesn't damage the item (usually onto the item's label).
- Or create your own template and type some/all of the details in before printing. Please do ensure it has all 5 pieces of information completed on each label. Then attach to each item as above.
- Alternatively, you may purchase 'tie on' labels like these ones found on Amazon. Again, simply ensure you write these 5 pieces of information onto them and then attach to your items using their string.

Unique Seller Number
Date (month/year)
Item Description
Size
Price



The best way to see what to put in the 'Item Description' is to look at the pictures on the 2020-21 uniform guide (URL above in part 1 or on school site under parents/uniform) which has each picture clearly labelled.

Recommended price ranges for items are given on the price guidelines below. These are only guidelines and you may price your item outside that if, for example, you know it is practically brand new (feel free to write such extra information on your labels if applicable). If your items haven't sold after 6 months we reserve the right to reduce your price if we feel it would help it to sell.

If, when labelling, you realise an item is not good enough to resell, please email SHUS@kingsleyschool.co.uk so we can remove it from the database.

If you find another item to sell that you forgot to list, please return to the online form, put in all your details, but this time type your previous unique seller number into the box over the automatically generated one and it will add your item to your list in the database.

4) Bring your items in to school

Please deliver all your labelled items to either the Prep or Senior School Office making sure the bag is clearly identified with your name and Unique Seller Number.

5) Receive payment

We endeavour to process payments every 3 sales/6 months (paying >100 sellers takes a lot of time and many people sell all their items within 6 months). When we are preparing to do payments, we will be in touch by email to request your BACS payment details.

The second hand uniform sale operates a 70:30 share of the proceeds from the sale, i.e. you receive 70% of the amount the item was sold for and Friends of Kingsley keep 30% to cover credit card transaction fees and to put towards specific projects at Kingsley in return for the volunteer manhours spent running the sales.

<u>Price Guidelines</u>		
Item Description	Price New	Suggested price range
Daily Uniform		
KINGSLEY PREP TARTAN PINAFORE	£39.50	£15-£25
KINGSLEY PREP SUMMER DRESS	£42.00	£15-£25
PREP GIRLS JNR NAVY DL TROUSER	£16.00	£6-£9
PREP BOYS CHARCOAL EB TROUSER	£12.50	£5-£7
PREP BOYS CHARCOAL BERMUDA SHORTS LINED	£14.50	£5-£8
THE KINGSLEY SCHOOL TARTAN SENIOR SKIRT	£35.00 (size <29) £42.00 (size >29)	£12-£20 £15-£24
THE KINGSLEY SCHOOL SENIOR SUMMER DRESS	£39.50 (size 34) £48.00 (rest)	£15-£23 £19-£27
STRAIGHT LEG GIRLS TROUSER NAVY	£19.50 (size <29) £24.00 (size >29)	£6-£12 £8-£14
WHITE BLOUSES O/N LONG SLEEVE	£14.00/2 £17.50/2 (size > 35)	£2-£4 £3-£5
WHITE BLOUSES O/N SHORT SLEEVE	£14.00/2 £17.50/2 (size > 35)	£2-£4 £3-£5
ROYAL COTTON ACRYLIC PULLOVER	£15.50 (size <31) £18.00 (31< size < 39) £25.00 (size >39)	£6-£10 £7-£12 £8-£15
Outerwear		
KINGSLEY PREP (outdoor learning) ALL IN ONE	£39.50	£15-£25
KINGSLEY SCHOOL BLAZER	£84.00 (size <37) £99.00 (size >37)	£30-£50 £40-£60
KINGSLEY PREP JACKET ROYAL BLUE	£23.00	£10-£18
KINGSLEY SENIOR GIRLS JACKET NAVY BLUE	£23.00 (age sizes) £27.50 (SML sizes)	£10-£15 £12-£17.50
Prep Headwear & Optional Winter wear		
PREP NAVY FELT HAT (GIRLS)	£27.50	£10-£15
PREP STRAW BOATER (GIRLS SUMMER)	£27.50	£10-£15
PREP NAVY FELT CAP (BOYS)	£25	£10-£15
PREP ROYAL BLUE SUMMER BASEBALL CAP	£7.00	£2-£4
PREP SUMMER BUCKET HAT	£7.00	£2-£4
ROYAL FLEECE HAT	£7.25	£3-£5
ROYAL FLEECE SCARF	£7.25	£3-£5
ROYAL FLEECE GLOVES	£4.50	£1.50-£3
Required Extras Prep		
PREP ROYAL ART OVERALL	£14.00	£5-£7
PREP WRAPOVER ART OVERALL	£15.50 (size <38) £18.50 (size >38)	£6-£8 £7-£9
THE KINGSLEY PREP BOOKBAG (FS+REC)	£10.25	£4-£6
THE KINGSLEY PREP BACKPACK (Y1-Y6)	£14.50	£5-£8

Price Guidelines Continued		
Item Description	Price New	Suggested price range
Required Extras Senior		
SENIOR WHITE LABCOAT	£18.00 (age sizes) £21.00 (SML sizes)	£7-£11 £8-£12
THE KINGSLEY SCHOOL SENIOR DRAMA BLACK POLO	£10.00 (size 11,12,13) £12.00 (size 14,15,S)	£4-£6 £5-£7
THE KINGSLEY SENIOR DRAMA BLACK HOODY	£22.00	£8-£12
BLACK SENIOR DRAMA LEGGINGS	various	£4-£5
PE Kit		
THE KINGSLEY PRE PREP PE SKY BLUE POLO (FC-Y2)	£9.00	£4-£5
THE KINGSLEY PRE PREP PE NAVY SWEAT (FC-Y2)	£10.50	£4-£6
NAVY POLY/COTTON SHORTS (F-Y2 unbranded)	£5.75	£2.50-£3.50
NAVY WOODBANK JOGPANTS (F-Y2 unbranded)	£10.50	£4-£6
THE KINGSLEY SCHOOL POLO	£22.00 (sizes <37) £27.25 (sizes >37)	£10-£14 £12-£16
THE KINGSLEY SCHOOL SKORT	£22.00 (sizes <29) £27.25 (sizes >29)	£10-£14 £12-£16
THE KINGSLEY PREP PE SKY BLUE SWEATSHIRT (Y3-Y6)	£14.00 (age sizes) £19 (XS-XL sizes)	£5-£8 £6-£9
THE KINGSLEY SCHOOL STORM JACKET	£42.75 (sizes <37) £49.50 (sizes >37)	£17-£26 £19-£29
THE KINGSLEY SCHOOL SENIOR PE HOODY	£39.00 (sizes <37) £45.00 (sizes >37)	£15-£24 £18-£28
THE KINGSLEY TRACKPANTS (branded)	£27.50 (sizes age + >S) £31.50 (size S-XL)	£10-£18 £12-£20
THE KINGSLEY SCHOOL MIDLAYER	£36.00 (size <37) £41.50 (size >37)	£14-£22 £16-£24
THE KINGSLEY SCHOOL BASELAYER TOP	£25.00 (size <37) £30.00 (size >37)	£10-£15 £12-£18
THE KINGSLEY SCHOOL BASELAYER LEGGINGS	£25.00 (size <30) £30.00 (size >30)	£10-£15 £12-£18
THE KINGSLEY SCHOOL HOCKEY SOCKS	£6.25 (sizes 12/2 & 3/6) £7.50 (size 7/11)	£2-£3 £2-£4
SHIN PADS	various	£2-£5
NAVY SHOE BAG SMALL (F-Y2)	£4.50	£1.50-£3
KINGSLEY SPORTS HOLDALL	£31.50	£10-£15
NAVY/COBALT BLUE SWIMSUIT	£21.50 (size <33) £26.25 (size >33)	£6-£11 £8-£13
NAVY/COBALT BOYS SWIM JAMMER	£14.50	£6-£8
ROYAL BLUE KINGSLEY SWIMMING CAP	£7	£2-£3
THE KINGSLEY PREP SWIMBAG	£8.25	£3-£5
Extras		
Red/Green/Yellow plain T-shirts for sports day	various	£2-£3
Plain Black Dress for School Concerts	various	£5-£25
Socks/Tights	various	Free

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