



Second Hand Uniform Sellers Guide (updated - 1st Oct 2025)

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 wish to **DONATE** items to the Second Hand Uniform Shop, please launder all items and deliver to the Prep or Senior School Office in a bag to the school with a note stating 'Donation'. 100% of the proceeds will go to specific projects and events at Kingsley.

(Please note – we will continue to accept donations of the outgoing circular logo until June 2026.)

If you wish to **SELL** items at the Second Hand Uniform Sale, please read the guidelines below, complete the form, then label each item individually before bringing them into school. Please ensure that items are marked clearly with your unique ticket number, which will be emailed to you upon completion of the form.

All sales are entirely run by volunteers.

If you would like to help the team, please email tkshus@warwickschools.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/community/uniform/> (or it can be found under Community, Uniform)
- 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)
 - o Free from stains
 - o No Holes
 - o No Broken zips/missing buttons etc.
 - o 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.
- We cannot accept the black drama polo tops or hoodies.

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 community, uniform, second hand uniform form section at the bottom of the page:

<https://www.thekingsleyschool.co.uk/community/uniform/>

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).

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)

Email (required)

Telephone Number (required)

Uniform Items (please enter a list of items to donate, using a new line for each item)

I understand that if an item has not been sold within six months, the price may be reduced. If an item has not been sold after one year, it will be disposed of.

☐ I understand

I have read the sellers' guidelines and will label all of my items before bringing them into school.

☐ I understand

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
Item Description
Size
Price



Whilst the school transitions to the new uniform supplier we are unable to provide price guidelines, however we will update the guide to include price guidelines as soon as we are able.

Please note, that 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 tkshus@warwickschools.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 sale

Unique Seller Number
Date
Item Description
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