

PCA Second-hand Uniform Consignment Information



St Michael's
Grammar School

Parent Community Association

The Parent Community Association (PCA) coordinates the sale of second-hand uniforms, assisted by a team of volunteers who kindly give up their time to provide the school community with this service. Profits earned by the PCA are used to fund school projects.

Our Second-hand Uniform Shop holds regular sales throughout the school year, which are advertised on the school's website, SchoL, and on PCA's Konnective app.

Second-hand uniform items can be dropped off throughout the school year to St Michael's main reception, Hewison House, 25 Chapel Street, St Kilda (Monday to Friday, 8.30am to 5pm). The PCA Second-hand Uniform Consignment Form is available from Reception and can also be printed from SchoL. This must be completed and attached securely to the bundle of items being consigned.

Due to health regulations, we cannot sell hats, socks, shoes, bathers or schoolbags. We also cannot sell red Year 12 jumpers, blazers with non-standard emblem pockets, or specialised sports items. However, these items are still useful, so please send them in as donations, and our volunteers will distribute them as needed.

Please assist us to sell your clothes by presenting them in saleable condition as follows:

- In excellent condition, with no stains, marks, tears, significant fading or damage.
- With all buttons, hooks, hems and seams intact, standard pockets on blazers, etc.
- Blazers, tunics and skirts must be dry cleaned with tag attached.
- All other items must be laundered and pressed.

PCA Volunteers reserve the right to donate to charity or dispose of any item considered unsaleable. Due to space constraints, some items not sold within one year may be donated to charity. Items may be discounted, donated or discarded without discussion with you. All care is taken, but no responsibility is accepted for lost or stolen items. Due to the volume of items we receive, items cannot be returned once consigned to the PCA.

Pricing of garments is set by the PCA. Your items will usually be listed for sale at 60% of the price Bob Stewart charges for new items. However, if we have too much stock or if there are uniform items due to be discontinued, we may discount those items. We may also reduce the price if the item needs a small repair, or has a small flaw or mark.

When an item sells, 50% of the proceeds are retained by the PCA and 50% will be yours. If you still have a child at the school, monies will be credited to your school account. If your child/children have finished at St Michael's, monies will be transferred to your nominated bank account. Please ensure the details provided are accurate and legible.

Please note that it may take a year or more for your items to sell. Expensive items such as blazers usually sell fairly quickly, but other items can take many months. We do our best, but we can't control which items are selected by customers and which are not. Please be patient and do not expect sales immediately !

We are very appreciative if you wish to donate items for sale, as funds generated will be put to good use by the PCA for the School. Please leave these items at Reception marked 'PCA donation' (no form needed).

If you have any queries, please contact the PCA Second-Hand Uniform Shop Coordinator, at secondhanduniforms@stmichaels.vic.edu.au.



PCA Second-hand Uniform Consignment Form



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PARENT DETAILS		DATE / / 20	
Name			
Address			
Phone			
Email			
Payment Method	<p>Payments are usually made to the St Michael's School Account. Cheque or Eftpos Payment is available to families who have left the school.</p> <p>Are you a current parent/student at St Michael's? (Please circle) YES / NO</p> <p>Name of student _____ Year _____</p> <p>Bank account details:</p> <p>BSB ___ / ___ Account Number _____</p> <p>Account Name _____</p>		

Uniform Item	Quantity	Size/s	Uniform Item	Quantity	Size/s
Girls School Blazer			Soft Shell Jacket		
Formal Tunic			School Polo Top		
Formal Skirt			Snr House Polo Top		
Formal Slacks			Rugby Jersey		
Formal (white) Blouse			Junior Track Top		
Summer (navy) Blouse			Track Pants		
Girls Shorts			Athletics Shorts		
Summer Dress			Bike Shorts		
			Sport Shorts		
Boys School Blazer			Tennis Shorts		
Boys Formal Trousers			Football Shorts		
Boys Shorts			Football Jumper / vest		
Boys Formal (white) Shirt			Sports Singlet		
Boys Summer (navy) Shirt			Sports Skirt		
Junior White Skivvy			Tie		
Jumper			Anorak (raincoat)		
Knit Vest			Scarf		
TOTAL NO. OF ITEMS			TOTAL NO. OF ITEMS		

By submitting clothes on consignment with this form, you are agreeing to the terms detailed in the Consignment Information Sheet attached and on SchOL (school website). For enquiries, please email secondhanduniforms@stmichaels.vic.edu.au