St Catherine's Senior School PTA
Second-Hand Shop

For Office Use	
Family Code	

DONATIONS

This form needs to be completed for all items you wish to sell. Please post the completed form into the post box and drop the clothes into the weatherproof box situated outside the Second-hand Shop.

Date:		**Parent Name:**	
Daughter's Name:		**Parent Contact Number:**	
Daughter's Form:		**Parent Email Address:**	

Please tick and initial this box if you wish to receive your sale proceeds (60%) as a credit to your termly bill. Leaving this box blank will indicate all your proceeds be considered as a PTA donation. Leavers please see note 6 below.	

		For Office Use		
Item	Size	Price	Date Sold	Comments

Important Notes:

1 We will try to sell your item on your behalf for 12 months, after which it will be donated to the PTA to raise funds for St Catherine's School.

2 When selling, you receive 60% and the PTA retains 40%. Payments are made to your school bill, quarterly in arrears as items sell.   If your daugher is leaving the school permanently and you wish to sell, do let us know that she is a 'leaver'; you will receive cheques quarterly as items are sold.

3 The shop reserves the right to dispose of uniform which is unfit for sale. If an item remains unsold after 2 years, it will be sent to a material recycling scheme.

4 Older, discontinued uniform will also be accepted. If there are discontinued items that we can sell, the proceeds will go to the PTA, not to a Seller. Most discontinued uniform is stored and shipped to our sister school in Nairobi.

5 White shirts worn by the girls as winter uniform are sold for £1 each; therefore they are received solely as PTA donations.

6 Leavers will receive funds by cheque at the end of the school year following their leaving.

St Catherine's stores and holds personal and contact information with respect to the privacy of individuals. Our public policies contain all information regarding our compliance with the General Data Protection Regulation 2018. www.stcatherines.info/school-policies

		For Office Use		
			Family Code	

Item	Size	For Office Use		
		Price	Date Sold	Comments