



Ipswich High School Association (IHSA)  
Woolverstone, Ipswich, Suffolk, IP9 1AZ  
Registered Charity No 1033142

## **Terms and Conditions for IHSA Second Hand Uniform Shop**

### **WHERE TO FIND US**

We can be found on the ground floor of Woolverstone Hall. Entrance via senior school reception or through side door nearest the teaching block. The shop door has an IHSA sign on it.

### **WHAT TO EXPECT**

If you would like to buy, sell or donate an item to the IHSA SHU shop we will be open at set times during term time. A complete list of opening times can be found on the school calendar, IHSA web page, IHSA Facebook page and Firefly. Uniform to sell or to donate **can only be dropped off during shop opening times.**

Taking on board the School's uniform changes the IHSA has needed to adjust what it accepts for sale in the Second Hand Uniform Shop.

We will accept for boys and girls:

- Seniors – Grey blazers, jumpers, shirts, skirts, trousers, cookery aprons, science aprons, hockey sticks, coats, tennis racquets, shin pads, PE kit, scarves, coats
- Prep – summer dresses, blazers (with new logo), jumpers, cardigans, shirts, tartan skirts, grey trousers, tartan pinafores, aprons, hockey sticks, tennis racquets, swimming costumes, swimming hats, PE Kit, shin pads, sun hats, gloves and scarves, coats

We will no longer take in:

- Senior old style - cardigans, blouses, skirts and all coats.
- Prep old style: blazers with old logo, blouses, grey pinafores and skirts, summer dresses and all coats

Please download and complete the SHU form including contact details and label each item using the IHSA labels. These can be found on the parent portal and on the IHSA page of the school website ([www.ipswichhighschool.co.uk/IHSA](http://www.ipswichhighschool.co.uk/IHSA)). Each item for sale must have the correct label pinned to it or it will be returned.

**In accordance with GDPR - we collect data in order to run the shop. If you want to see the IHSA's Privacy Notice it can be found on the IHSA's Firefly pages and in the shop itself.**

The annual sales payments will be made after the end of March.

If you have any questions, please email [ihsa@ipswichhighschool.co.uk](mailto:ihsa@ipswichhighschool.co.uk)



## WHAT WE CAN ACCEPT

1. Items **MUST** be from the school's **official uniform supplier**. Clothing not covered by this will be put into BAG2SCHHOOOL.
2. Items **MUST** be in **decent condition** and acceptable for re-sale. Any items arriving very faded, with holes, unwashed or non-uniform will be put into BAG2SCHOOL and not be returned.
3. Uniform sent in will be priced up for you, according to the condition of the item, and 60% of the sale will be sent out to you annually in March by cheque. This way you have the chance to sell as much of the uniform as possible. Parents who have extensive knowledge of how to achieve the best price for your items will do the pricing.
4. The SHU Room will be locked at all times and a restricted number of people have access to the key safe in order to gain entry.
5. **We will take all precautions we can to ensure your uniform is safe, however, the school and the IHSA cannot take responsibility for missing or lost items and all uniform is left at the owner's risk.**
6. We do not accept sport safety items for sale e.g. riding hats or ski helmets.
7. Purchases must be paid for by cash or cheque on the day, the IHSA do not give credit or put items "by".
8. Cheques must be banked within 6 months and if not then the IHSA assume that the money is being donated to the SHUS funds.
9. Payouts of less than £5 will be donated to the IHSA
10. Clothing which remains unsold after 1 year is donated to Charity.



**IPSWICH HIGH SCHOOL SECONDHAND UNIFORM SHOP FORM  
(Must be completed)**

DATE: .....

NAME FOR CHEQUES (paid annually):

.....

EMAIL: .....

MOBILE NUMBER:.....

PUPILS NAME : .....

FORM: .....

LEAVER CONTACT DETAILS:

.....

.....

.....

.....

**I HAVE READ IPSWICH HIGH SCHOOL ASSOCIATION'S PRIVACY NOTICE AND HAVE  
READ AND UNDERSTAND IPSWICH HIGH SCHOOL SECONDHAND UNIFORM SHOP'S  
TERMS AND CONDITIONS:**

SIGNED: .....

DATE: .....



<p>Item Description:</p> <p>Size:</p> <p>Cost (to be priced by IHSA):</p> <p>Seller Name:</p> <p>Form:</p> <p>Date sent in:</p> <p>Donate to IHSA if item unsold (Please mark with cross) <input type="checkbox"/></p>	<p>Item Description:</p> <p>Size:</p> <p>Cost (to be priced by IHSA):</p> <p>Seller Name:</p> <p>Form:</p> <p>Date sent in:</p> <p>Donate to IHSA if item unsold (Please mark with cross) <input type="checkbox"/></p>
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