UNIFORM SHOP POLICY- 2014

To be reviewed: 2017

RATIONALE:
A school uniform reinforces a sense of pride, a sense of belonging, and enhances the school profile.

AIMS:
• To purchase and sell the school uniform as set out in Our Lady's School Uniform Policy.
• To have the Uniform Shop based on the school premises and open a minimum of twice a week.
• To have access to the Uniform Shop during the Foundation Orientation Days as well as the first week of the school year.
• To arrange for re-sale and distribution of donated second hand items.
• To allow parents the option to re-sell items on a noticeboard separately to the Uniform Shop.

ORGANISATION:
The Uniform Shop is part of Our Lady's School, operated, organised, supported and managed by Our Lady's Parents' Association. The Coordinator manages the shop according to these Operating Guidelines. It is important to acknowledge that the Uniform Shop is operated on a voluntary basis and that all who work in it are volunteers.

• The Coordinator of the School Uniform Shop shall be nominated at the Annual General Meeting of Our Lady's School Parents' Association and approved by the Principal.

• The Coordinator will present a financial report to each monthly meeting and the Annual General Meeting of Our Lady's School Parents' Association.

• The Principal shall have the ultimate discretion regarding the operation of the Uniform Shop.

• The Coordinator, in conjunction with the Principal, shall determine the times that the Uniform Shop shall be open.

• The Coordinator will maintain records regarding the purchase and sale of uniforms and receipts and payments of the Uniform Shop. A stocktake will be undertaken and the auditor nominated by the Parents’ Association at their AGM shall audit these records at the end of each school year.

• The Coordinator shall deposit cash and cheques from the Uniform Shop directly into the Uniform Shop account.

Growing together, in faith, for the future
RETURNS:
• Our Lady's Uniform Shop is not obligated to give refunds or replace items unless the item is faulty (and deemed so by the supplier).

• Girls Winter Tunics will always be ordered in advance, so no exchange is possible as they are pre-ordered from the supplier. Ample notice and opportunity is provided for parents to access the Uniform Shop in order to try on the tunics and purchase the correct size.

• All volunteers working in the Uniform Shop will maintain records of purchases and the date when these occurred.

• All exchanges must be made within a two week timeframe. Issues out of this timeframe are to be directed to the Principal.

GENERAL:
• Any issues relating to the school uniform or the Uniform Shop must be directed to the School Principal or the Education Board.

• Profits from the operation of the Uniform Shop shall be used for the benefit of Our Lady's School. Any profits, above sufficient operating costs, will be handed over after the financial records have been audited, or at any other time upon formal request from the Principal.

This policy will be reviewed by the Education Board in conjunction with the Parents' Association as part of the school’s review cycle, or earlier if the need arises.