

Dear Parents and Guardians,

### **New Procedure for Nearly New Uniform at the Guild Shop**

If you have items that you would like to sell through the Parents' Guild nearly new shop, please be aware that we have introduced a new procedure that will need to be adhered to during the current Covid restricted times.

We ask that you follow the steps below to ensure we do not put anyone at risk and can continue to offer this service.

#### **Selling Items**

1. Uniform must be laundered before donating. It must be in excellent condition; if you wouldn't buy it, the likelihood is others won't want it.
2. All items must be labelled. You can find the labels using [this link](#).
3. The items must be in a sealed bag with a label showing the date that you are dropping them into the school.
4. A large bin will be placed by the gate next to the school shop on Burnaby Road on Wednesday 30 September, Thursday 1 October and Friday 2 October. There will also be a bin placed next to the sanitisation station at the Prep School. Please give the bag to your son to take into school and ask him to drop the bag into the bin. It will have a sign on it saying Guild Shop Uniform.
5. **We are not accepting shirts, trousers or any footwear at present.** Do not donate tailored items.
6. If any clothes are dirty, in poor condition or items as mentioned above they will be thrown away, so please check your items carefully.
7. If items are not put into the bin, they will be disposed of.

If this system works successfully next week, we hope to add further dates. These will be advertised in due course.

#### **Buying Items**

1. The Guild shop will be open between 8.45am and 12.00pm on Saturday 3 October.
2. You **MUST** [contact us](#) first to let us know that you are coming. If you do not let us know you are coming, you will not be allowed access to the school.
3. We will only have eight parking spaces so we may need to stagger arrivals.
4. Security will have your name and allow you to drive through the barrier to park opposite the shop.
5. Outside the shop, there will be a gazebo and table. If someone is already being served, please let them finish before going over to the shop. Waiting in your car is advised.
6. You must not go further into the school.
7. Once you are being served, our volunteers will select the best quality item that you require.
8. Please note we do not have every size of every item, so we may not be able to provide all the items you require.
9. We will only be accepting card payments at this time.

Apologies if these rules seem harsh, but we must ensure we do everything we can to protect the health of all those involved in the shop and the school as a whole. For further information, please [email the Guild shop](#).

**Emma O'Dell**  
Parents Guild Chair