



BUNDANOON PUBLIC SCHOOL
P & C ASSOCIATION

PO BOX 66 BUNDANOON NSW 2578

ABN 78 367 958 201

Policy and Procedure No. 8

Uniform Shop Procedure

Procedure Objective: To provide a uniform supply service that is run effectively on a weekly basis.

Procedure:

What products we sell and where we order through

* **LW Reid, Email:** [REDACTED]

- Polo Shirts (short and long sleeve)
- V Neck Jumpers
- Dry n Cosy Jackets
- Hats
- Beanies
- Library Bags
- Art Shirts
- Socks (occasionally these are out of stock and we must order through Barefoot)
- Knee High Socks (occasionally these are out of stock and we must order through Barefoot)
- Stockings (occasionally these are out of stock and we must order through Barefoot)

* **Midford, Email:** [REDACTED]

- Pants
- Shorts

- Culottes

* **Sweet Pea, Email:** [REDACTED]

- Dresses size 5-16

-Headbands, check dress material only

- Dress Ties orders of 5 or more, gold only

- Scrunchies, check dress material only

* **Harlequin, Email** [REDACTED]

- School Bags

* **Barefoot, Email:** [REDACTED]

- Crew socks

-Knee High Socks

- Stockings

These items are usually ordered through LW Reid but occasionally they are out of stock, this is when we order through Barefoot.

* **Big W** - Shorts, these are no longer available after our current stock is gone.

Second Hand Items Second hand items are often donated to the uniform shop. These items are placed in a cupboard and recommended to parents when purchasing uniforms. Second hand sales are done when needed.

Float Amount [REDACTED]

Days of operation Every Thursday morning (excluding school holidays) Times of operation 8:30am – 9.15am

Location of uniform shop Library

Stock Take This should be done throughout each term

Uniform Shop Report This is done at the P and C meeting held every month.

Effective Date:

Written By: Sam Breeze- Full version is available through the P&C one drive

Review Date: 1 Year