



MERCHANT TAYLORS'
Prep

Merchant Taylors' Prep Parents' Association

UNIFORM SALE: 2015 to 2016

Dear Parents

Below are the uniform sale procedures and important information for parents wishing to donate, sell or purchase School Uniform.

We accept donations of blazers, 3-in-1 coats, art aprons, rugby shirts rugby shorts, PE shorts, rugby socks, ties, scarves, and hats.

All uniform must:

- Be washed & cleaned and in a saleable condition
- Have all name tags removed
- Have all buttons and zips in working order
- Have no holes
- Uniform will be taken at PA's discretion
- Have a completed **CLOTHING TICKET** attached to it – only necessary if you are seeking reimbursement for a raincoat or blazer.

CLOTHING TICKET

The PA has developed a CLOTHING TICKET to enable it to easily identify parents who wish to be reimbursed for the sale of raincoats or blazers, in the event that their uniform is sold. This ticket must be completed in full prior to Drop Off for each and must be attached to all blazers & raincoats.

Clothing Tickets can be downloaded from the PA website. They are self explanatory.

MONEY REIMBURSEMENT ON BLAZERS AND COATS ONLY

Parents will be reimbursed for the sale of either **blazers** or **raincoats**. All other items will be **accepted as donations only** and no reimbursements will be made.

For blazers & raincoats, and where a Clothing Ticket has been completed, 50% of the sale value of each item will be retained by the PA for its funds. The remaining 50% will be returned to the parent by means of a cheque. It can take up to four weeks for us to process the cheque refunds so please bear with us.

QUESTIONS

If you have any questions in relation to the Uniform Sale, then please email the PA at MTPPA@mtpn.org.uk. Please **do not** contact the School Office as they are not responsible for Uniform matters.

Kind regards

Anjli Shah
MTPPA Secretary