

## Submission of items to Uniform Shop

Please complete the following form and attach it to your bag. Bags should be left in the schoolroom on Friday 3-4pm, or hung on a peg in the corridor between the Old Hall and the Staff Car Park.

Your Name	
Your eldest child's name	
Your eldest child's current form	
Contact email	
Contact telephone number	

Please indicate how you wish the proceeds of the sale to be distributed:

You       PA

Signed:.....Date:.....

### Notes

1. Items are priced for sale according to quality and cleanliness.
2. The accounts of proceeds of sales are undertaken at the end of each term. You will be informed through the school office of any monies due to you, and an envelope will be left on the pin-board in the office for you to collect at your convenience.
3. Monies will be left for one month. Any uncollected monies will automatically be donated to the Parents Association.
4. The team reserve the right to dispose of any items of clothing deemed unsuitable for sale. For example, torn, dirty, non-branded items.
5. We do not accept any non Russell House branded items, with the exception of duffel coats. For example, grey trousers, blue joggers, white shirts. These items are passed on to a charity shop.