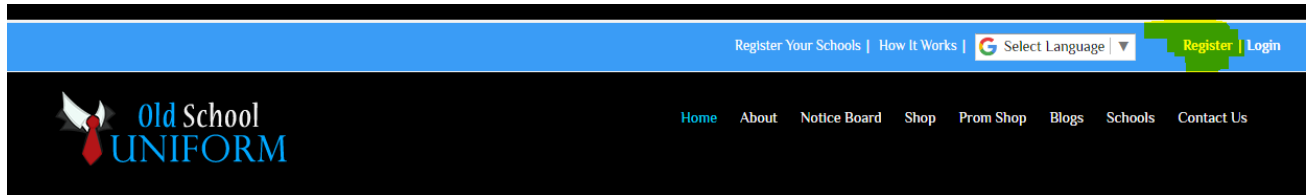


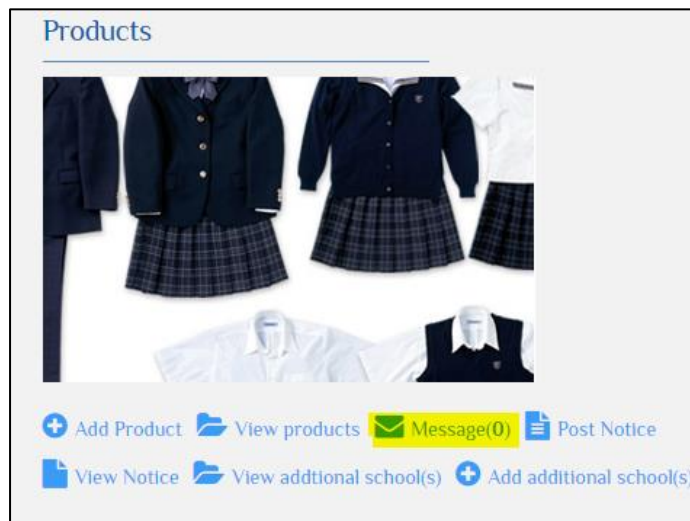
Second-hand school uniform – guidelines for website

Set up an online account whether you are buying or selling – <https://oldschooluniform.co.uk/>



Buying/selling

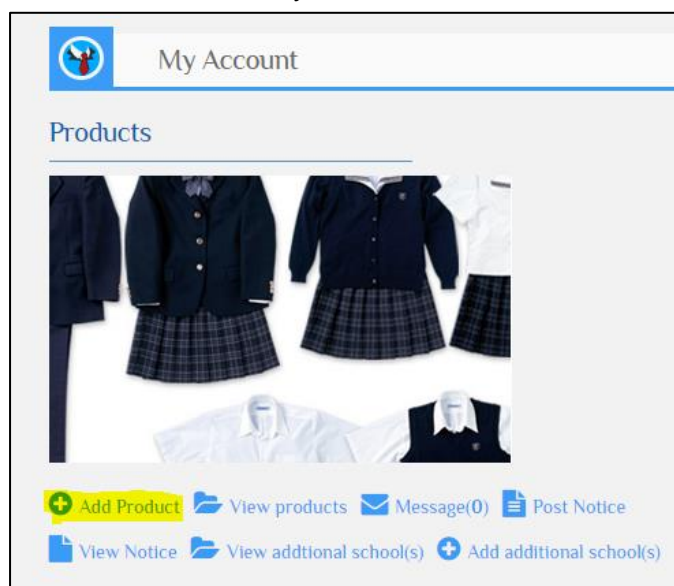
- To search for items from St Helen's, you simply type in the school name or you can find it by adding the region and location, then St Helen and St Katharine will appear in the drop-down options.
- If you would like to purchase an item, you can register your interest and an email will be sent to the seller. You can view and respond to messages on your main account page.



Selling

Please be aware that you will need to upload a photo for every item you wish to sell.

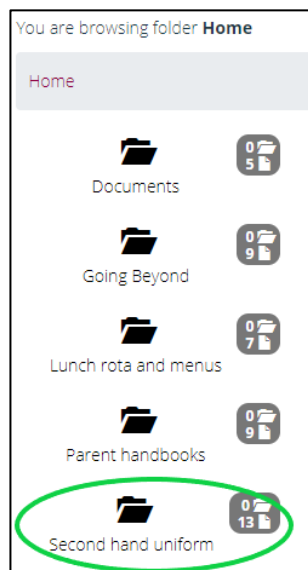
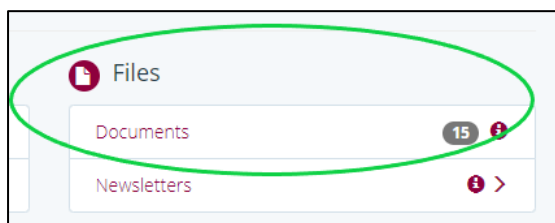
In order to sell, under your Account, select 'Add Product'



It is a relatively easy process to add an item – just fill in the information required and upload a photo. Please also remember to tick 'Yes' to 'Publish to the site' so that your items are visible to everyone.

<p>Publish to the site: <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Yes means the product will appear on the site. No means the product will only appear in your account.</p>
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Example stock images for key items can be found under the Documents section on the Parent Portal. These images show new items, if you do choose to use these, please be detailed and honest in the description of your second-hand item.



Payment

- Payment will have to be arranged between parents directly, either via the secure sharing of bank details or PayPal accounts.
- Delivery/collection can also be arranged between the parents directly. If more convenient, a drop off box will be in place in Reception area at St Helen's where students can deliver the clothing. Items will then be distributed internally to students' form rooms.
- Please ensure that parcels are clearly labelled with the **name and form** of the student that the item(s) is intended for – so make sure you ask for the name of the student and their form from the buyer.
- Please be aware that it is the student's responsibility to deliver items in the box and the School cannot be liable for any lost items.

After a specific item?

You are able to post a notice on your account which will be visible to registered users. You can also choose to be alerted each time an item gets added from St Helen and St Katharine. You can do this at setup or afterwards via your Account page.

Questions?

Please be aware that this is an external website. If you have any questions relating to the website please click [here](#) to be directed to their FAQ section. If you have any more general school related enquiries, please contact Laura Kebble on lkebble@shsk.org.uk