CHAPEL HILL STATE PRIMARY SCHOOL

Parents and Citizens Association

STRIVING FOR EXCELLENCE

UNIFORM SHOP COMMITTEE REPORT

Details	8 August 2023	Melissa Wheaton Michelle Seymour Zee Ngasiran

Item	Notes
General	
Successes *Things going well*	• Secondhand uniforms are still selling faster than they can be placed on the rack. • Stocktake has been completed with improved results regarding discrepancies. The Treasurers can provide more information. • New pricing for old style stock has seen a big uptake from parents. Several sizes are now out of stock. • Two new volunteers have come on board to replace volunteers whose family/work commitments have changed however we still need more. • An updated uniform information pack is nearing completion.
Roadblocks *Things getting in the way*	• A placement appropriate for the School and the Uniform Shop for the second hand uniform donations basket is still to be found.
Actions	
Decisions *Actions that have been implemented*	• All old style stock has been reduced to $10 each if purchased on Qkr! and in person at the Uniform Shop $10 each or 3 for $25. • Several posts have been put on the CHSS Parents Facebook page regarding lost property with a notable increase in parents checking the pile. All unlabelled generic and non uniform items have been removed and are in the process of being washed and will be held at the Uniform Shop for 2 weeks before being donated to charities. The overwhelming majority of these items were in the trolley at the completion of Term 2. Parents will be asked to pay a cleaning fee of $5 if they wish to claim them.

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Item	Notes
	• Thankyou to the School for placing a reminder in the calendar regarding culling of the lost property the last week of Term.
Recommendations *Motions you want to raise*	• The procedures for Lost Property as attached be endorsed by the P&C.

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CHAPEL HILL STATE SCHOOL P AND C
LOST PROPERTY GUIDELINES

Once a Term the Uniform Shop Convenor/CHSS Business Services Manager or delegate goes through lost property uniforms and delivers clearly labelled items to classrooms.

METHOD

The Uniform Shop Convenor will deliver the clearly labelled uniforms to the CHSS Business Services Manager for distribution.

Uniform items that have unreadable labels or are unlabelled will be washed and held in the Uniform Shop for 2 weeks and can be claimed by parents for a $5 cleaning fee. After 2 weeks these items will be placed back into circulation via the Uniform Shop second hand rack as part of the P&C fundraising to provide facilities for the students of CHSS.The exception being the last day of the School Year where uniform items will be washed and placed on the second hand rack.

All non uniform or generic uniform items whose labels are unreadable or unlabelled will be sorted twice a Term. They will be cleaned and kept in the Uniform Shop for 2 weeks and a $5 cleaning fee will be suggested if claimed. After 2 weeks all remaining items will be donated to charity. Non clothing items will be treated in the same way on a weekly basis on Friday morning. The exception being the last day of the School Year where non uniform items will be washed and donated to charity.

To assist parents, the Uniform Shop has permanent markers for immediate labelling of new items .Preferred labelling includes the student's first name or initial, surname and current class that is clear and legible.

The minimum standard for labels to be considered readable:

- the writing must be clear and not faint
- surname and first initial of the student's name must be on the item.

Unreadable or unlabelled items are:

- Faint writing on labels
- Unclear writing
- Surname/phone number only.

The information relating to when the culls will be taking place will be in the CHSS Newsletter, posted on the CHSS Parents and CHSS P&C Facebook pages and communicated to parents via Class Parent Representatives.