



Star

NURTURING TODAY'S **YOUNG PEOPLE**,
INSPIRING TOMORROW'S **LEADERS**

SECOND-HAND UNIFORM SCHEME

Standard operating procedure



Document control

This document has been approved for operation within:	All Trust Schools
Date of last review	May 2022
Date of next review	April 2024
Review period	2 Years
Status	Statutory
Owner	Star Academies
Version	1



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Introduction

1. The appearance and quality of our school uniforms is a key aspect of our branding and will feature heavily in pupils and parents' satisfaction with our schools. It is therefore important to ensure that the uniform that our schools specify for pupils to wear is appropriate for the school, excellent quality and value for money for our parents.
2. Statutory uniform guidance issued by the Department for Education (The Cost of School Uniforms, 2021) mandates that all schools must have arrangements in place for the provision of second-hand uniform. Second-hand uniform can benefit all parents, particularly those on low incomes. It also extends the life of uniform items and, as such, is more sustainable and helps reduce the impact of school uniform on the environment and contributes towards Net Zero targets.
3. This standard operating procedure sets out the minimum expectations for the provision of second-hand uniform across Star schools.

Second-hand uniform scheme

General principles of the scheme

4. All Star schools must ensure that arrangements are in place for the provision of second-hand school uniform to **all** parents/carers.
5. Items of second-hand uniform should be made available to all pupils and families **free of charge**.
6. It is important that the provision of second-hand uniform is well-managed and reflects positively on the school. Schools must assign internal staffing to facilitate the provision including:
 - **Second-hand uniform lead:** Schools must assign a member of staff with the overall responsibility for leading and managing the provision of second-hand uniform. This includes marketing the provision to parents, liaising with service providers (such as dry cleaners) and Star Central in relation to the effectiveness of the provision and for any further guidance.
 - **Second-hand uniform support staff:** Schools will need to arrange for staff to support with the inspection, cleaning and presentation of second-hand uniform to parents, as required.
7. Schools must identify an appropriate storage area for second-hand uniform.
8. Schools must publicise the second-hand uniform scheme to all parents/carers and publish full details on the school website. To encourage engagement and reduce barriers to participation, external communications may refer to second-hand uniform as 'pre-loved' uniform.

Donating to the scheme

9. The success of any second-hand uniform scheme will rely on the quality and quantity of available uniform. Schools must therefore put arrangements in place to ensure they are able to maintain a reasonable stock of good quality second-hand uniform throughout the year and particularly at high demand points within the calendar year (e.g. back to school period).
10. Donation requests should be made at least twice a year via existing communication channels (such as school newsletter, parent letters and text messages).
11. Schools should request donations of uniform items that are in good condition and could be worn by another pupil. Donated items might include both branded uniform (e.g. school blazer or jumper) and non-branded items (e.g. plain polo shirts, trousers or skirts). All donated items should be clean, dry and well-presented.



12. Where schools supply and pay for brand new items of uniform to pupils (e.g. new blazers and ties to all Year 7 pupils, blazer and ties for Year 6 pupils), parents/carers should be encouraged to return these items to the school for its second-hand provision once the pupil has outgrown them/left the school.
13. A template letter setting out the second-hand uniform scheme and request for donations is provided in Appendix 1. The letter should be adapted to reflect local arrangements.
14. On receipt of donations, schools should quality check each item. If any items are received that are in good condition but are not clean, schools should consider having the items cleaned (at the school's cost). If any donated items are not deemed to be in a satisfactory condition for re-use (e.g. due to a tear or stain), the items should not be offered to parents/carers and should be disposed of for recycling.
15. All quality-checked uniform items should be centrally stored (ideally in size order) to ensure they remain clean and easily accessible.

Accessing the scheme

16. Schools must make any second-hand uniform available to all families and free of charge.
17. It is within each school's discretion to determine how second-hand uniform will be made available. Options include:
 - **Appointment service:** pupils and families make individual uniform requests to the school all year-round or at designated periods within the academic year. To support this service, schools may consider setting up a uniform room where parents/carers can easily view the available stock. Alternatively, a pupil could be 'sized' on arrival and appropriate stock retrieved from the central storage.
 - **Uniform events:** schools may make uniform stock available for parents/carers to view at pre-arranged events. This could be at an existing event, such as a summer fayre, or at a dedicated uniform event. Parents/carers should be informed about the event(s) in advance (and requests for donations made beforehand to ensure sufficient stock is available).
18. Pupils must be given the opportunity to try on items of uniform or, where this is not possible, be allowed to return unworn items and consider remaining available options.
19. Where second-hand uniform is not available all year round, schools must ensure it is readily accessible at key timepoints within the academic year when uniform sales are expected to be at their highest. For example, schools must facilitate access to their scheme in the summer term as the 'back-to-school' period approaches (before any uniform selling events take place).

Publicising the scheme

20. It is a statutory requirement to ensure that information of second-hand uniform is clear for parents/carers of current and prospective pupils and published on the school's website.
21. Schools must ensure that the arrangements for second-hand uniform provision are listed on the 'Uniform' page of the school website. This information should be kept up-to-date at all times to reflect any changes to the provision and to advertise details of any events when second-hand uniform will be made available to parents/carers.
22. Schools should issue details of second-hand uniform provision to current and prospective parents/carers on annual basis as a minimum.
23. To reduce barriers to participation, all external communications related to the second-hand uniform scheme may choose to avoid the using the term 'second-hand' and instead refer to 'pre-loved' uniform.



Appendix 1: Second-hand uniform scheme letter

To be issued on school letterhead

[xxx] May 2022

Dear Parent/Carer,

Second-hand uniform provision

I am writing to inform you about our free [second-hand/'pre-loved'] uniform scheme. We know that uniform can be an expensive requirement for our families and, with this in mind, we want to help our school community by making good-quality second-hand uniform easily available to everyone.

Many items of uniform have a longer life beyond the point when our pupils have outgrown them and could be re-used by another pupil. As well as saving families money, re-using uniform also reduces our impact on the environment.

To support our scheme, we are asking families to donate any unwanted items of uniform that are in good condition and could be worn by another pupil.

Please donate items that are:	Unfortunately, we cannot accept items that are:
<ul style="list-style-type: none"> ✓ In good condition ✓ Clean ✓ Branded items (e.g. school blazer or jumper) ✓ Non-branded items (e.g. plain polo shirts, trousers, skirts or school shoes). 	<ul style="list-style-type: none"> ✗ Ripped or torn ✗ Stained or marked ✗ Dirty / unwashed

If you have any uniform items in good condition that your child no longer wears, we would be very grateful if you would consider donating them to the school. We will be collecting uniform between [xxx and xxx]. Donations can be handed in to [xxxx].

Please donate items in a clean and dry condition so that they can be passed straight to another family.

Details of how to access our second-hand uniform is available on our school website. [enter details of the scheme arrangements – e.g. appointment service set out how to contact the schools. For events, provide details of the next event (time, location etc)].

With the continued rise in household costs, we hope this initiative can make a small difference by helping some of our families to access free uniform.

Yours faithfully,

Insert signature

Insert name

Principal