

# Wycombe Abbey School Hong Kong School uniform Resale Policy & Guidelines

# **Objective**

The objective of this policy is to establish guidelines for the sale of second-hand uniforms at Wycombe Abbey School Hong Kong. By implementing this policy, we aim to promote sustainability, affordability, and community engagement.

# **Eligibility**

- 1. Only Wycombe Abbey School Hong Kong current students or their parents/guardians are eligible to participate in the second-hand uniform sales.
- 2. All uniforms available for sale must be in good condition, with no tears, stains, or excessive wear.

## <u>About</u>

Partnership with TASS x Retykle, the School runs an online second-hand uniform shop that sells previously worn uniform items to the parents.

## **Online Ordering**

To shop online at Retykle website, please check <u>here</u>. Items can be purchased online 24/7.

## **Return Policy**

To initiate a return, kindly click on the provided link to access the return page. Once there, please ensure to fill in all the necessary information.

# Return Policy | Retykle

The following are needed when returning items.

- 1. Specify Order Number
- 2. Specify Name and contact phone number.
- 3. Reason for return
- 4. Drop off items at school reception during opening hours.

#### **Payment**

The online shop accepts AMEX, Visa and Mastercard, Apple Pay, Google Pay, PayPal, Union Pay and Shop Pay.



# **Opening Hours**

|                           | When             | Time  |                            |
|---------------------------|------------------|---|----------------------------|
| Uniforms<br>drop-off box  | Monday to Friday | 3pm – 5pm   | Closed on<br>Saturdays and |
| Order pick-<br>up counter | Monday to Friday | 3:30pm – 5pm                                      | Public<br>Holidays         |
| Online shop               | 24/7             | https://retykle.com/pages/secondhand-<br>uniforms |                            |

## Parent volunteers needed

During term breaks, Retykle representative and parent volunteers will support the inspection including both the quality and quantity checks of the donated items. Items will be separated by style and size, and checked to ensure they meet the required standards.

No experience or significant commitment required.

If you are interested, please email the General Office office@was.edu.hk.

#### **Donation of uniform items**

To support the scheme, parents can donate any unwanted items of uniform that are in good condition and could be worn by another pupil. We require that the following conditions are met:

- The garment is the current school uniform.
- The garment is laundered and pressed.
- All embroidery/school logos are in school colours (no fading or bleaching)
- There are no stains, discolouration or yellowing evident on the garment.
- All buttons, clasps, zips are on the garment and in working order.
- There are no holes or fraying on each garment.

#### **Donation of Proceeds**

All income generated from the resale, after deducting administrative expenses, will be donated to one of the NGOs in Hong Kong. A report will be shared with parents in our newsletter by the end of each school year.

#### For questions

Please contact our General Office <u>office@was.edu.hk</u> if you have any other questions.