Uniform Committee Duties

The uniform shop is currently run with a committee of three. The committee is responsible for:

- Opening the shop one day each month. Currently it is open on a Tuesday morning from 8.20-9.00am. Usually for 2 hours depending on order, stocktake and unpacking stock.

- Process any orders that have been placed the day before the shop is open and deliver to classrooms.

- Monies counted and balance with receipt book, verified by 2 people and banked that day at any BankWest branch.

- All paperwork (ie bank deposit form) photocopied and originals put in the Treasurer’s pigeon hole in the staffroom.

- Unpack, count, fold and put away any new stock that has arrived.

- Payment request forms filled out for invoices and original invoice given to treasurer.

- Stocktake before each P&C Meeting.

- One representative to attend P&C Meetings.

- Place orders for more stock.

- Once a semester, send out order forms for Faction Shirts.

- Once a year (middle of Term 1) send out order form for Winter Jacket (sizing kit from Perm-A-Pleat needed).

- Beginning of August – assess stock to make sure there is enough for Kindy Try-On Days.

- Last week of Term 3 have 2 days available for new Kindy students to try-on and buy uniforms.

- End of Term 3 – send out order forms for Year 6 Leavers.


- Must be available to open shop for new families starting at the school.

- Be open the day before school goes back at the beginning of the school year – usually from 11.00am-1.00pm the day the class lists go up.