



Dear Parent,

Re: Second Hand Uniform Purchases

Please see details below on how to access the second-hand uniform system and order second hand uniform.

How to place an order:

1. A [live stocklist](#) can be viewed for an accurate account of what items are available to purchase. This link is also available on our [website](#) alongside a comprehensive [uniform list](#), which details which items pupils require, depending on their age and year group.
2. After consulting the stocklist, please contact secondhanduniform@teessidehigh.co.uk to place an order. We would be grateful if you could use the template below to give an accurate description of the items you wish to purchase, copying item names and sizes directly from the stocklist to ensure a speedy response.

Quantity	Item Description	Size

3. Emails are monitored daily. Once we have processed your request, you will receive a confirmation email of your order and stock will be reserved until payment is made. Bank details and a payment reference will be provided in your confirmation email.
4. When payment has been received, an email will confirm that your order has been successful and a date for collection from Reception will be arranged.

Please note, due to high interest and the volume of orders we expect to process through our busy school office, it is with regret that we cannot offer for items to be made available to try on. Please use our official uniform provider, [SchoolBlazer](#), for accurate sizing information. Should you require a size exchange following purchase, this may be available subject to stock availability.

It is thanks to your generous donations that our second hand uniform shop is able to provide pre-loved items for other THS families, with great sustainable benefits. Should you have any outgrown uniform to pass on, we would be most grateful to accept your donation via school Reception.

The office team looks forward to assisting you with your uniform requirements.

Yours sincerely,

Miss H Mackenzie
School Office Manager