

Uniform Purchasing Policy (including Extra-Curricular Apparel)



BRISBANE STATE HIGH SCHOOL

The following policy is for any staff member involved in an activity in which apparel purchase, design or supply might be relevant at Brisbane State High School.

The intent of this policy is to:

- utilise the P&C's Uniform Shop to its full potential
- support the Masters in Charge
- ensure consistency with our branding
- meet legislative requirements

Utilise the P&C's Uniform Shop to its full potential:

All BSHS apparel purchases are to be arranged through the P&C Uniform Shop.

The P&C's Uniform Shop Manager has experience in the retail industry, working with clothing manufacturers and has knowledge of the industry. The Manager is required to have attention to detail, understand the logistics of apparel purchasing and establish strong business relationships with suppliers.

One of the major benefits of all apparel being purchased through the Uniform Shop is the 'buying power' that the Uniform Shop has through the negotiations with suppliers. If all apparel purchases are undertaken through the Uniform Shop, there are significant benefits to the students, our families, and extra-curricular budgets will benefit. This is done without compromising quality.

The more business that we are able to provide to suppliers, the greater the discounts we receive. The Uniform Shop is the P&C's primary revenue source. The revenue that the P&C generates through apparel sales supports school projects, therefore, we all benefit from the business relationships with suppliers. Due to the volume of our sales, suppliers are extremely keen to establish and maintain strong relationships with this school.

The school has a Uniform Committee which consists of staff and parent representatives. The committee meets each term. Approval for a new line of clothing must be approved by this Committee. If the timing is right and there is a request to introduce a new line of clothing, the Master in Charge (MIC) or their Extra-Curricular Support Officer (ECSO) consult with the Uniform Shop Manager to discuss timelines, how the product should look and feel, and/or its purpose.

The Uniform Shop Manager will then present the request and information pertaining to the new line to the Uniform Committee for consideration prior to the next term's meeting. This can be done via email or at the Uniform Committee meeting.

Please note the following decisions:

- The Uniform Committee has made the decision that apparel designs for extra-curricular activities will only change every five (5) years. This precludes First and Open teams.
- The P&C Association Executive has made the decision that apparel for extra-curricular activities (teaching/coaching/students) will only be approved if the value and quantity of the stock on hand is low and meets the five (5) year directive.
- Where possible, and viable, one item of apparel should be considered for several activities thereby minimising the number of different lines that are similar in purpose and look. Personalising items of apparel for an activity may be done with embroidery and/or screen-printing.
- A minimal display of gold is permitted on FIRST and OPEN teams' apparel.

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Support the Masters in Charge:

The role of the MIC carries many responsibilities and is to be focussed on management and coaching of the activity, not on the purchase of apparel or establishing relationships with suppliers. MICs may be involved in the design and choice of fabric.

MICs, and other staff supporting extra-curricular programs (school staff, managers, assistant coaches, volunteers), are advised that they are not to:

- engage in conversations with suppliers. The Uniform Shop Manager will liaise with MICs / ECSOs, when required
- open accounts in the school's or the P&C's or Sub-Committee's name
- place orders with suppliers verbally

The only person MICs/ECSOs are to have a conversation with regarding apparel for an E-C program is the Uniform Shop Manager. *To do otherwise will be seen as a breach of the State Purchasing Policy as well as a breach of a School Policy.*

MICs/ECSOs are to consult with the Uniform Shop Manager about their requirements. Once approval from the Uniform Committee has been received, the Uniform Shop Manager will consult with MICs/ECSOs regarding the ordering process. This will be done in a timely manner to ensure adherence to ordering timelines with suppliers, as well to ensure apparel is available at the designated time. If the new item of clothing is not approved by the Uniform Committee, the Uniform Shop Manager will advise the MIC/ECSO of the decision.

If the Uniform Shop Manager is unable to supply a product, approval to source apparel elsewhere will be communicated to the Uniform Committee via the Extra-Curricular Office.

Ensure consistency with our branding:

Logos, colours and designs of clothing are to be consistent on apparel. This ensures the visual identity of the school is consistent and aligned to the marketing and branding of the school's Visual Identity Guidelines. Adherence to the guide enhances our school name and appearance in the community. The management of this will be the responsibility of the Uniform Shop Manager. Refer to Appendix A for approved colours.

Meet legislative requirements:

It is a legislative requirement that all schools report to the Queensland Government's Fair Work Commission to advise with whom we are doing business when purchasing clothing. The school is required to ensure that the suppliers are issued with the correct permissions to use the school logo. There are additional obligations to have clothing companies complete forms to certify that they are not operating a 'sweatshop'. When clothing is purchased, the P&C is required to adhere to the State Purchasing Policy and attach a copy of a Statutory Declaration signed by the supplier stating that the company operates ethically in its employment practices. Under the State Purchasing Policy, selected suppliers are to be provided equal opportunity to tender. These legal obligations are managed by the Uniform Shop Manager.

It is a legislative requirement that no one person is advantaged by dealing with clothing companies. It is also a requirement of the State Purchasing Policy that dealings with clothing companies do not include the provision of free clothing, any materials or products the supplier may offer free of charge to any staff, coaches or volunteers associated with Brisbane State High School unless specified in tender documentation devised by the school's P&C Association. MICs/ECSOs/support group members are never to participate in, or encourage, this practice.

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Offers of sponsorship of extra-curricular activities must, in the first instance, be advised to the Head of Department for Extra-Curricular Activities who will consult with General Manager to ensure compliance with the Department of Education's legislative and policy guidelines.

There is to be no deviation of this policy.

Reference Documents

- <https://ppr.qed.qld.gov.au/pp/purchasing-and-procurement-procedure>
- <https://qed.qld.gov.au/publications/policies/purchase-terms>
- <https://qed.qld.gov.au/our-publications/policies/Documents/code-practice-doe-suppliers.pdf>
- [StaffNet > Common > Policies, Procedures & Guidelines > Visual Identity Guidelines](#)

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Appendix 1 Approved Colours

	BSHS Cerise PMS 220 RGB: R199 G0 B99
	Maroon PMS 222 RGB: R122 G33 B70
	BSHS Blue PMS 281 RGB: R0 G59 B121
	Ink Navy PMS 282 RGB: R22 G39 B74
	Lighter Navy PMS 288 RGB: R29 G60 B119
	Gold PMS 7408 RGB: R238 G185 B39

Notes:

- *The BSHS Blue and BSHS Cerise are the only colours permitted for BSHS branded stationery.*
- *The BSHS Blue and BSHS Cerise as well as other variations of the blue and cerise are permitted for BSHS apparel.*
- *The gold is only permitted for BSHS First and Open teams' apparel.*