

Swanmead Community School



Uniform and Appearance Policy

DATE OF POLICY: June 2015
REVIEW DATE: June 2018

PERSON RESPONSIBLE:
Senior Teacher (Pupil Development)

1. Introduction

At Swanmead Community School we believe that our uniform supports effective teaching and learning. The latest guidelines (October 2007) issued by the Department for Children, Schools and Families (DCSF) cite the following reasons for encouraging school uniform;

- to instil pride
- to support positive behaviour and discipline
- to encourage identity with, and support for, school ethos
- to ensure pupils of all races and backgrounds feel welcome
- to protect children from social pressures to dress in a particular way
- to nurture cohesion and promote good relations between different groups of pupils

2. School Uniform

2.1 The following school uniform list is published annually in the pupil planner, the on line school prospectus and in the information pack for Year 5 parents.

2.2 All pupils are expected to wear full school uniform at all times. If problems arise parents should provide a note for the Tutor that explains the difficulty.

2.3 Day wear

- Blue sweatshirt or cardigan with Swanmead Community School logo
- Polo shirt, either white or pale blue with the Swanmead Community School logo
- Trousers and skirts – black or dark grey. Skirts should be worn just below or just above the knee. Trousers must be tailored and not fashion items such as flares, culottes or cropped. Belts, if worn with these items, must be black in colour and attached through belt loops. Black or dark grey, tailored shorts or light blue gingham dresses may be worn as an alternative in the summer months.
- Plain, black shoes with broad low heels - no trainers or boots or sandals.
- Socks or tights must be worn and should be plain black, dark grey, navy blue or white. Legwarmers should not be worn nor should socks be worn over tights.
- Jewellery and visible body piercing are not permitted in school for reasons of loss, damage and safety. These exceptions are allowed:-
 - one pair of ear-rings which are plain, small studs for pierced ears worn in the lobe of each ear
 - one wristwatch - named
- Hair must be of 'natural' colour with no 'extreme' styles. Long hair must be tied back with a plain hair tie or band when pupils are in P.E., science labs or technology workshops.
- Pupils are **not** allowed to wear make-up, false nails or nail varnish.
- A key band may be worn around the neck, inside the sweatshirt/polo shirt – no items other than keys should be attached to this.

2.4 Sportswear

Children should be prepared to bring the following items to P.E. lessons:-

- Swanmead P.E. T-shirt
- Navy Blue Shorts or Skort
- Navy Blue Football Socks and White Sports Socks
- Swanmead P.E. training top

- A gum shield for rugby/hockey
- Shin pads for football/hockey
- Towel
- Tracksuit trousers – for cold weather
- Woolly hat and gloves if activity allows.

Health and Safety

- Football boots worn for soft ground use.
- A gum shield for rugby/hockey
- Shin pads for football/hockey
- It can be uncomfortable and unpleasant to wear clothes previously worn during P.E. Therefore spare underwear should be brought to school on P.E. days.

- 2.5 Clothing for Art/Design Technology/Food Technology - to protect school wear, aprons will be provided for all these lessons.
- 2.6 Special events. If pupils are asked to represent the school, they should wear a white, collared shirt and school tie. (These can be purchased or provided by the school as needed).

Children should dress within the framework set out above for all school days except where specifically requested to dress differently.
All items should be marked clearly with the owner's name.

3. Cost and Suppliers

- 3.1 The Swanmead Community School uniform is smart, practical and cost effective. In accordance with DCSF Guidelines, many of the items listed are widely available in high street shops and internet suppliers. Items such as the polo shirts, sweatshirts and PE shirts all with logo, are available through the school. 'Iron on' logos are also available from the School for use on polo shirts and PE T-shirts purchased from high street shops.
- 3.2 The school will use its own purchasing power to buy some items in bulk and pass savings on to parents. The school does not sell uniform in order to raise additional funds.
- 3.3 The School Office provide a 'New-to-You' uniform service to support parents. The sale of clothing takes place at the Year 4/5 transition evening and the service is available throughout the year by contact with the school office.

4. Non-compliance with the school uniform policy.

- 4.1 The school will insist that pupils wear the school uniform and that their appearance is in line with this policy. In enforcing the policy the school will follow the guidance issued by the DCSF (DCSF Guidance to schools on school uniform and related policies 2007) see Appendix 1. Within the spirit of partnership, the school would wish to resolve uniform/appearance issues through consultation with families.
- 4.2 **Roles and Responsibilities.** All adults working in the school are expected to monitor the implementation of the school Uniform and Appearance Policy. Where correction is needed, the tutor must be informed.

Tutors will:-

- oversee pupil appearance at morning registration and those arriving in school without correct uniform will be sent to the HUB where a member of the Pupil Support team will arrange for the pupil to borrow

a correct item of clothing / footwear (black daps will be provided as temporary footwear).

- discretely try to establish why a pupil is not wearing uniform
- request removal of inappropriate items e.g. jewellery / make up
- make contact with parents to inform them of their child's non-compliance with the uniform/appearance policy
- refer pupil to Headteacher (or delegated member of staff) where there is continued breach of Uniform and Appearance Policy

The Headteacher (or another member of staff with delegated responsibility) will, following contact with parents:-

- discipline a child for continued breach of the Uniform and Appearance Policy
- send a pupil home to change clothing /appearance without formally excluding them

4.3 Where a child is not wearing correct uniform because parents are in financial difficulties, the school will be sensitive to the needs of the pupil and discretely loan items of clothing until new items can be purchased.

4.4 All parents are expected to support this policy in a spirit of cooperation for the benefit of all pupils.

5. Other considerations

5.1 As a school we are aware of the following areas (as revised in the DCSF guidelines). In the enforcement of this policy we will give consideration to:

Home to school travel
Human Rights issues
Equality and discrimination issues
Race and equality policy
Religion
Temporary or permanent medical condition

6. Monitoring and evaluation

6.1 The School Leadership team will consistently use the following tools to ensure the effective implementation of this policy:

- Discussion through the School Council and tutor group feedback
- Discussion through the Parent uniform forum
- Feedback from tutors and employees

6.2 The Governor Body are responsible for monitoring and evaluating this Policy. The Headteacher's annual report will include information relating to levels of compliance and any recommended changes or amendments.

6.3 This policy will be reviewed every three years. Staff, pupils and parents will be consulted prior to any proposed amendment. Additional information from external independent review and changing legislation will also be used.

Appendix 1

In enforcing the uniform policy the school follow the guidance, noted below, issued by the DCSF (DCSF guidance to schools on school uniform and related policies, 2007)

- A head teacher can discipline a pupil for breach of uniform/appearance policy. However, DCSF does not consider exclusion to be an appropriate response to breaches of school uniform/appearance policy, *except* where they are persistent and defiant. Where a pupil repeatedly refuses to comply with school uniform policy even if they do not otherwise display poor behaviour, we believe that exclusion could be an appropriate response, depending on the circumstances of the case.
- A head teacher or a person authorised by the head teacher may ask a pupil to go home briefly to remedy a breach of the school's rules on appearance or uniform. This should be for no longer than is necessary to remedy the breach. This is not an exclusion, but an authorised absence. However, if the pupil continues to breach uniform rules in such a way as to be sent home to avoid school, or takes longer than is strictly necessary to effect the change, the pupil's absence may be counted as unauthorised absence. A pupil must not be sent home indefinitely or for longer than is strictly necessary to remedy the breach as this could amount to an unofficial exclusion. In *all* such cases parents must be notified and the absence should be recorded. When making this decision, the child's age, vulnerability, how easily and quickly the breach can be remedied, and the availability of the parent, will need to be considered. If the pupil then repeatedly infringes the school's rules on uniform or appearance, this may constitute a disciplinary offence and may be grounds for exclusion.
- Where a pupil is not adhering to school uniform policy, a school should be considerate and discreetly try to establish why not. There may be good reasons why a pupil is not attending school in the correct uniform. For example, their uniform may have been lost, stolen or damaged. Sending the pupil home or excluding them may not be appropriate in every case. If a pupil is not wearing the correct uniform because their parents are in financial difficulties, a school should be sensitive to the needs of the pupil. A school should give parents time to purchase the required items and/or consider whether a school or local authority clothing grant can be supplied. A pupil should not be made to feel uncomfortable, nor discriminated against, because their parents are unable to provide them with the required items of school uniform.