

# SACRED HEART CATHOLIC HIGH SCHOOL



## UNIFORM POLICY

Approved by:	LGC	13 <sup>th</sup> October 2022
Last reviewed on:	July 2023	
Next review due by:	July 2024	

## **Introduction**

The Department for Education (DfE) strongly encourages schools to have a school uniform. This policy sets out the school's policy and approach on uniform and confirms the school's commitment to providing value for money to parents and ensuring that no student is discriminated against due to their gender, disability, religion or belief, economic circumstances or social and cultural background.

The school uniform helps ensure that students of all races and backgrounds feel welcome. It helps to protect children from social pressures to dress in a particular way; and nurtures cohesion, promoting good relations between different groups of students. Above all, the school uniform supports effective teaching and learning.

This policy follows the DfE statutory guidance 'Cost of school uniforms', published 19 November 2021.

## **Aims and objectives**

Our policy is based on the notion that school uniform:

- promotes a sense of pride in the school in line with our ethos
- engenders a sense of identity and belonging towards the school community
- supports positive behaviour and discipline
- is practical, affordable and smart
- makes students feel equal and encourages cohesion
- has been designed with health and safety in mind
- supports sustainability

## **Roles and Responsibilities**

The roles and responsibilities of the Local Governing Committee, Headteacher, teachers, parents and students in relation to school uniform are set out at Appendix 2 of this policy

## **School Uniform Cost and Availability**

- In accordance with the School Admissions Code and the DfE statutory guidance 'Cost of school uniforms', the school ensures that the uniform policy does not discourage parents from applying for a place for their child at the school.
- The school is committed to meeting the DfE's recommendations and guidance on costs and value for money. Care is taken to ensure that school uniform is affordable for current and prospective students. We have worked with multiple suppliers to obtain best value for money
- The school minimises any changes to the school uniform, considering the views of parents and students when considering any proposed changes.
- The school makes provision for second-hand uniforms to be available, which can particularly benefit parents on low incomes. Parents are encouraged to donate

second-hand clothing which is of a satisfactory quality and which is no longer required, so this can be used by other parents.

- We keep a small supply of second-hand uniform in school which is available for free. This can be obtained by contacting the office staff and making a request.
- Uniform is available to be recycled for free and picked up at: Zone 3 Unit 3.3, Silver Fox Way, Cobalt Business Park, Newcastle upon Tyne, NE27 0QJ (Telephone: 07305 963706)

### **Equal Opportunities**

- The school is committed to promoting equality and ensuring that this policy or the application of this policy does not discriminate unlawfully.
- Reasonable adjustments will be made to the uniform policy where it places a disabled student under the Equality Act 2010 at a substantial disadvantage compared to students who are not disabled.

### **School Uniform**

Students will be praised for adhering to the uniform expectations and having the correct equipment and Planner. Any student choosing not to adhere to the uniform expectations will receive a Concern in PARS and will record this in their Planner. Students who do not wear their uniform correctly will face a consequence. Any additional item worn, for example a nose stud, must be removed. Any uniform issues that are not corrected by the student must be sent to the Head of Year e.g. trainers, piercings, no blazer etc.

- School kilts worn at knee length; skirts must not be rolled up and the waistband must be clearly visible. ('School Tartan' trousers may also be worn).
- School blazer worn at all times; sleeves must be rolled down.
- White blouse or shirt with an open neck collar. Polo shirts are not to be worn.
- Official school sweaters may be worn underneath a school blazer. They are available from the school outlet.
- Shoes should be entirely plain black, sensible school shoes (no high heels for safety reasons). No boots, trainers, canvas shoes or sling backs are allowed. A boot is footwear that comes above the ankle bone.
- Socks should be plain white or black (worn below the knee) or plain black tights can also be worn.
- Coats can be worn to and from school as the weather demands. Coats should be in keeping with school uniform and should fit over the school blazer. Leather, denim, suede and sheepskin are NOT considered suitable for school wear.
- No jewellery to be worn at all other than a watch – no SMART watches.
- This includes ear or nose studs or piercings made of any material. A plaster covering is not acceptable. (Plastic piercings/studs will be disposed of).
- Hair must be neat. If long it must be tied back off the face in a ponytail, plait or bun worn low at the back and centre of the head. Hair plaited with beads poses a health and safety hazard and is therefore not permitted. Unnatural colouring/streaking of hair/hair extensions or extreme haircuts are also not permitted.
- A student who, for religious reasons, wears a head covering must ensure that it is plain black or navy blue.

- Make-up (including nail varnish or false nails) may not be worn.

### **Jewellery**

Breaches of this rule will lead to confiscation of the jewellery (plastic piercings/studs will be disposed of). Confiscated jewellery will only be returned to the student in reception at the end of the School day (at 3.45pm) on the Friday, (if confiscated on a Thursday, it will be returned the Friday of the next week). It will be logged and kept safe until this time. If a student is unable to correct their appearance (e.g. remove their make-up), or remove jewellery (including piercings) they will be placed in the Inclusion Room until such time that the jewellery/make-up is removed.

Students are expected to follow the uniform code to and from School, as well as in School. Students in incorrect uniform that cannot be corrected will be placed on restricted breaks and lunchtimes until the issue is rectified (unless given an excuse note within the Planner for very specific reasons, in the short-term, by the Head of Year). If the uniform is not corrected or becomes a persistent refusal to follow uniform code the student will be placed in the Inclusion Room until the matter is remedied.

### **PLEASE NOTE**

- If a student arrives at a lesson, or registration, in incorrect uniform a verbal warning will be given and the uniform corrected.
- Where the uniform cannot be corrected immediately (i.e. trainers, piercing) the student **will be** told to report to the Head of Year office at break, and the student will be directed to GS4 for full restricted breaks and lunchtime, until corrected.
- A doctor's note must be provided where, for medical reasons a student cannot wear school shoes. The doctor's letter must indicate the reason and duration of the problem. The student will be provided with a permission card by the Head of Year if longer than 2 weeks. The alternative footwear must be black if the problem is long-term.

### **PE Uniform**

All items include a school logo and must be purchased from the School Outfit Company. Any student representing the school at Netball will be provided with a skort by school. All students have the option to wear a skort for some activities during lessons (Netball, Badminton, Tennis and Rounders).

### **List of PE uniform**

- Polo shirt
- Shorts or leggings
- Tracksuit bottoms
- Hoody
- Trainers (these must be sports trainers and not a fashion style trainer such as a converse or similar. These are to be purchased independently from the rest of the PE kit.
- Skort (optional)

## **Where to buy**

The school considers cost and value for money when considering where parents may purchase logo-ed items of school uniform.

The school engages with the uniform supplier (The School Outfit Company), to ensure parents get value for money. Alternative suppliers have been, and will continue to be, considered on a regular basis to ensure the quality and value for money of our uniform.

Plain items without the school logo may be purchased either from any major store or supermarket providing that they closely match the colour requirements listed.

## **Roles and Responsibilities**

The roles and responsibilities of the Local Governing Committee, Headteacher, teachers, parents and students in relation to school uniform are set out below.

### **The Local Governing Committee is responsible for:**

- establishing, in consultation with the Headteacher and school community, a practical and smart school uniform that accurately reflects the ethos of the school and its vision and values
- ensuring that equal opportunities are considered and that no person or group is discriminated against;
- listening to the opinions and wishes of parents, students and school community;
- ensuring that the school's uniform is accessible and affordable and meets the DfE statutory guidance on 'cost of school uniform'.

### **The Headteacher of the school is responsible for:**

- enforcing the school's uniform on a day-to-day basis;
- ensuring that staff at the school understand this policy and what to do if a student is in breach of the policy
- listening to the opinions and wishes of the school community in regard to the school's uniform and where appropriate, making any reasonable recommendations to the Local Governing Committee regarding any proposed changes;
- carefully considering any reasonable request from a parent to vary the policy, in particular to meet the needs of any individual student, for example to accommodate their disability, religion or belief, or other special considerations; and
- processing and approving all eligible applications for assistance with the cost of school uniforms

### **Teachers at the school are responsible for:**

- ensuring that students dress in accordance with this policy at all times (unless the Headteacher has granted an exemption on a case by case basis);
- considering disciplinary or behavioural sanctions in respect of any student who is in breach of this policy without reasonable explanation; and
- ensuring that students understand why having a consistent and practical school uniform is important, including avoiding divisiveness, promoting school identity and a sense of belonging, pride and school community.

### **Parents of students at the school are responsible for:**

- providing their children with the correct school uniform as detailed in this policy.
- approaching the Headteacher if they require any changes to this uniform policy for a period of time, setting out their reasons why; and ensuring that their child's uniform is clean, presentable, the correct size and clearly labelled

### **Students who attend the school are responsible for:**

- wearing the correct uniform at all times, unless the Headteacher has granted an exemption;
- looking after their uniform; and
- understanding and respecting why a school uniform is important to the school.

### **Sixth Form Dress Code**

The Sixth Form set an example to the rest of the school in maintaining high standards of grooming and appearance; we expect them to look smart and business-like.

### **School Expectations of Sixth Form Students**

Sixth Form students provide a visible bridge between the younger students in years 7-11 and the teachers in the school. With this in mind we expect students in the Sixth Form to take leadership in this area and demonstrate that they are supporting the school in its aspiration towards high standards in all areas.

We all know that fashions change over time such that a prescriptive list of acceptable / unacceptable clothing, jewellery and hairstyles is challenging. The general rule of thumb is that "If you wouldn't wear it to an interview, don't wear it to school". Students in clothing that is, in our opinion, inappropriate for an interview will be asked to adjust your appearance in school; if this is not possible they will have to return home to change.

The final decision as to what is, or is not, appropriate dress, lies with the Head of 6<sup>th</sup> Form.

## Suitable Styles

<b>Essential</b>	Jacket	<ul style="list-style-type: none"> <li>• A black suit jacket (purchased from school uniform suppliers) is compulsory in school at all times</li> </ul>
	Shirt	<ul style="list-style-type: none"> <li>• A plain white blouse or shirt</li> <li>• No other colours should be present</li> </ul>
	Skirt/Trousers	<ul style="list-style-type: none"> <li>• Tailored plain black skirt with no other colour. The skirt should be of professional length (typically just above the knee)</li> <li>• Full length tailored suit-style trousers in plain black with no other colour.</li> </ul>
	Shoes	<ul style="list-style-type: none"> <li>• Black shoes, suitable for school</li> <li>• Smart black ankle boots</li> </ul>
<b>Optional</b>	Jumper	<ul style="list-style-type: none"> <li>• Wearing a jumper is optional</li> <li>• A plain black jumper, V or crew neck</li> <li>• A plain black cardigan</li> <li>• No other colours should be present</li> </ul>
	Coats	<ul style="list-style-type: none"> <li>• Outdoor coats can be worn to and from school in the event of inclement weather</li> </ul>
<b>General</b>		<ul style="list-style-type: none"> <li>• Subtle make-up</li> <li>• Subtle earrings</li> <li>• Single small nose stud piercing</li> <li>• A student who, for religious reasons, wears a head covering must ensure that it is plain black or navy blue.</li> </ul>

## Guidance

The list below gives guidance to unsuitable styles. This list is not exhaustive, and the final decision lies with the Head of Sixth Form.

Unsuitable styles	
Jacket	<ul style="list-style-type: none"> <li>• Casual jackets, e.g. tweed /boating.</li> <li>• Leather jacket</li> <li>• Denim jackets</li> <li>• Suit jackets in colours other than black or with a pinstripe.</li> <li>• No outdoor coats should be worn in lessons</li> </ul>
Shirt	<ul style="list-style-type: none"> <li>• T shirts (of any description)</li> <li>• Logoed shirts (e.g. labels, bands etc)</li> <li>• Strappy tops</li> <li>• Sleeveless blouses</li> <li>• Blouses with plunging neck lines</li> <li>• Shirts/blouses in cream, beige or colours other than white</li> </ul>
Skirt/Trousers	<ul style="list-style-type: none"> <li>• Pinstripe</li> <li>• Short Skirts</li> <li>• Maxi styles below ankle</li> <li>• Pinstripes</li> <li>• Fashion trousers</li> <li>• Jeans/Jean-style trousers</li> <li>• Skinny fit trousers</li> <li>• ¾ length trousers</li> <li>• Leggings</li> </ul>
Shoes	<ul style="list-style-type: none"> <li>• Canvas Pumps/ Trainers</li> <li>• UGG boots</li> <li>• Sandals</li> <li>• Biker/Doc Martin style boots</li> </ul>
Jumper	<ul style="list-style-type: none"> <li>• Hoodies (Y13 may wear a leavers' hoodie during their last 2 weeks)</li> <li>• Gilets</li> <li>• Sweatshirt</li> <li>• Polo neck</li> <li>• Black styles with adornments, e.g. logos, diamante, etc.</li> </ul>
Coats	<ul style="list-style-type: none"> <li>• Hoodies</li> <li>• Leather jackets</li> <li>• Denim jackets in any colour</li> </ul>
General	<ul style="list-style-type: none"> <li>• Extreme hairstyles e.g. green, pink, half shaved</li> <li>• No nose rings</li> <li>• No other facial piercings.</li> <li>• No outdoor clothing, other than the suitable dress code described here, should be worn in lessons</li> </ul>