

<b>Paulet High School</b>	<b>School Policy Document</b>		
<b>Document Title</b>	<b>School Uniform Policy</b>		
<b>Document Status</b>	<b>Approved</b>	<b>Approved Date</b>	<b>25th January 2011</b>
<b>Document Owner</b>	<b>Deputy Headteacher</b>	<b>Review Date</b>	<b>Bi-annually</b>
<b>Audience:</b>	Staff <input checked="" type="checkbox"/>	Students <input checked="" type="checkbox"/>	Governors <input checked="" type="checkbox"/> Parents <input checked="" type="checkbox"/>

## School Uniform Policy

The governors believe that a smart school uniform is an essential part of the ethos of the school. In determining the uniform and any changes that might follow the governors will seek the views of:

- the Head;
- parents;
- staff;
- (the LA where appropriate), and
- the students (where appropriate).

Their views will be considered and taken into account.

### **The school uniform code**

Here is the list of the school uniform requirements for our school:

#### **Girls**

- Maroon sweatshirt with school logo (polo t-shirts must be worn underneath)
- Plain black school skirt or trousers (correctly worn)
- White polo t-shirt with or without school logo
- Plain black tights (no patterns)
- Plain black shoes or black canvas pumps

#### **Boys**

- Maroon sweatshirt with school logo (polo t-shirts must be worn underneath)
- Plain black school trousers (correctly worn)
- White polo t-shirt with or without school logo
- Black socks
- Plain black shoes or black canvas pumps

#### **Important notes:**

- All students are required to carry their equipment and books in a suitable school bag
- Denim or leather jackets are not allowed to be worn
- No trainers or trainer style shoes with non-black logos, stripes, marks or soles should be worn in school
- No boots or high heels should be worn
- Jewellery - only a watch, one ring and one stud or small sleeper in each ear is allowed
- Facial piercings are not acceptable. For example no lips, eyelids, necks, noses or hands should contain piercings in school.
- Skirts should be a suitable length for school i.e. no shorter than 5cm above the knee
- Fashion belts must not be worn
- No visible t-shirts under polo t-shirts
- Hairstyles should be conservative. For example students are not allowed patterns razored into their hair and are not allowed to have their hair dyed in bright colours
- All school uniform and PE kits should be named to avoid being lost

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## PE KIT

### Girls

- Plain sky blue polo shirt
- Plain navy blue sweatshirt
- Plain navy blue shorts
- Plain navy blue tracksuit bottoms
- Plain navy football socks
- Training shoes, football boots, shin pads and a gum shield

### Boys

- Plain navy blue polo shirt
- Plain navy blue sweatshirt
- Plain navy blue shorts
- Plain navy blue tracksuit bottoms
- Plain navy football socks
- Training shoes, football boots, shin pads and a gum shield

## Responsibilities

It is the Head's responsibility to ensure that the governors' policy is implemented and maintained. The Head will also determine any questions of compliance with the code.

The Head may delegate particular responsibilities concerning school uniform to members of staff. The Head will determine which staff may impose sanctions for non-compliance with school uniform.

It is the duty of all staff to uphold the uniform standard and to report any non-compliance to either of the Behaviour Support Officers or to the appropriate Head of Year if the BSOs are unavailable.

## Sanctions

Sanctions that may be used for non-compliance with school uniform are as follows:

- Students will be challenged by their form tutors as to why they are not in the correct uniform
- Students will be sent straight to see one of the BSOs to deal with their lack of correct uniform
- If no reason is established a student will either be sent home to change into the correct school uniform or, if parents have not been able to be contacted, be placed into the Inclusion Centre to work.
- Students may be issued with a polo t-shirt or school sweatshirt to wear until they are able to purchase their own items.
- If a student has a note from their parent they will usually be given one day's grace before they are placed to work in the Inclusion Centre. They must have their note signed by one of the BSOs and the incident will be logged on the behaviour management system.
- Any separate arrangement regarding uniform must be logged in the student planner / link book by a member of the Senior Leadership team.
- Students may be placed in the Inclusion Centre until a parent has been contacted if there is no reason given for the incorrect uniform.
- Repeated issues with uniform will result in further planned time being spent in the Inclusion Centre.

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- Subsequent offences will result in a warning to parents about possible exclusion, followed by a fixed term exclusion if appropriate.

## Assisted Purchase of School Uniform

The governors of Paulet High School are pleased to be able to offer financial assistance to qualifying families for the purchase of items of school uniform.

### Who Qualifies?

In order to qualify for assistance, the student for whom the uniform is to be purchased must be registered via the school to receive Free School Meals.

### What Support is available?

Qualifying students are entitled to a contribution, which is reviewed annually, towards the purchase of particular items of uniform per year. Please contact the school to enquire about the value of the contribution and to receive a claim form if you are eligible.

Assistance is available for the purchase of the following items:

- Maroon sweatshirt with school logo
- White polo t-shirts (with or without school logo)
- Plain black trousers or skirts
- Plain black shoes or plain black canvas pumps

Items bearing the school logo are available from a number of suppliers in the area whose details are attached.

### How to claim?

Please complete the confidential claim form (available from the school office) and return it completed to the School Business Manager with the original purchase receipt. Arrangements can be made for the money to be given to the parent, when organised by one of the BSOs to purchase the uniform in certain circumstances.

### Complaints Procedure

Any complaints about school uniform must be made in the first instance to the Head. If the complaint is not satisfactorily resolved the complaint should be brought to the attention of the governing body through the Clerk to the Governing Body. The governing body's decision will be final.

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## Monitoring and review

The Head will report to the governing body at least once per year on the working of the policy.

## School uniform suppliers\*

### Ellis – Pupil School Wear

42 – 45 Station Street  
Burton upon Trent  
DE14 1AX  
Tel: 01283 565360

### Pupil School Wear

35 West Street  
Swadlincote  
DE11 9DN  
Tel: 01283 224512

### Imprint School Wear

Order online at [www.imprintschoolwear.co.uk](http://www.imprintschoolwear.co.uk)

\* The listed suppliers are able to supply uniform items bearing the school logo where this is required or optional. For the majority of uniform items the logo is not required and these items can be purchased from a wide range of clothing retailers.

## Appendix 1 – Additional for PE

The following rules apply for all P.E. lessons and sporting activities run after school.

- Students will be asked at the beginning of each session to remove all jewellery.
- All jewellery should be removed before active participation takes place – this includes piercings in the belly button.
- Students who do not disclose their body piercing and who do not take these out risk causing themselves harm during P.E. activities. It is the students' responsibility to follow instructions and obey the requests given to them by the member of staff.
- For students who may need to wear personal effects such as glasses or hearing aids, the adult in charge will determine the activities they can participate in.
- Where it is essential to wear medical bracelets, a copy of official documentation from a doctor/hospital must be handed to the subject leader. Students must then cover and secure the medical bracelets with tape before participation.
- No letters of consent allowing students to wear jewellery will be accepted.
- Students who refuse to remove their body piercings will still be expected to arrive with the correct kit as they will be assigned roles and responsibilities other than performing the activity.
- Students who openly defy any member of staff about jewellery or body piercings will be dealt with in accordance to the school's Behaviour for Learning Policy.

For further detail and clarification please refer to the Staffordshire County policy document, 'Safe Practice in Physical Education and School Sport' 2008 edition.