



# Uniform Policy

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<b>Policy Owner</b>	<b>Head Teacher</b>
<b>Approved by</b>	<b>Full Governing Board</b>

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## **Statement of Intent**

School uniforms allow all pupils, regardless of background, to feel equal to their peers and confident in their appearance. This policy has been created with health and safety, value for money, and practicality at its heart. It has been designed to ensure pupils wear clothing conducive to a successful learning environment.

It is our school policy that all children wear school uniform when attending school, or when participating in certain school organised events outside normal school hours.

Our policy on school uniform is based on the notion that school uniform:

- promotes a sense of pride in the school
- engenders a sense of community and belonging towards the school
- is practical and smart
- identifies the children with the school
- prevents children from coming to school in fashion clothes that could be distracting in class
- makes children feel equal to their peers in terms of appearance
- is regarded as suitable wear for school and good value for money by most parents
- is designed with health and safety in mind

## 1. Roles and Responsibilities

The governing body is responsible for:

- Establishing, in consultation with the headteacher and school community, a practical and smart school uniform that accurately reflects the school's vision and values.
- Ensuring that equal opportunities are considered regarding the school's uniform and that no person is discriminated against.
- Listening to the opinions and wishes of parents, pupils and the wider school community regarding changes to the school's uniform.
- Ensuring that the school's uniform is accessible and affordable.

The headteacher is responsible for:

- Implementing the school's uniform policy on a day-to-day basis.
- Ensuring that teachers understand this policy and what to do if a pupil is in breach of the policy.
- Listening to the opinions and wishes of the school community in regard to the school's uniform and making appropriate recommendations to the governing body.
- Approving all eligible **School Uniform Assistance Application Forms**.

Teachers are responsible for:

- Ensuring that pupils dress in accordance with this policy at all times.
- Ensuring that pupils understand why having a consistent and practical school uniform is important, e.g. school identity and sense of community.
- Working with parents to address any breaches of the policy and requesting support from leaders if breaches continue.

Parents are responsible for:

- Providing their children with the correct school uniform as detailed in this policy.
- Informing the school (class teacher/office staff) if their child requires a more relaxed uniform policy for a period of time, including why.
- Ensuring that their child's uniform is clean, presentable and the correct size.

Pupils are responsible for:

- Wearing the correct uniform at all times, unless the headteacher has granted an exemption.
- Looking after their uniform as appropriate.
- Understanding and respecting why a school uniform is important to the school, e.g. school identity and community.

## 2. Cost and Availability

- In accordance with the School Admissions Code, the school ensures that the school's uniform policy does not discourage parents from applying for a place for their child.
- The school is committed to meeting the DfE's recommendations on costs and value for money. Every care is taken to ensure that our uniforms are affordable for all current and prospective pupils, and that the best value for money is secured through reputable suppliers.

- The school does not enter into exclusive single supplier contracts or cash-back arrangements.
- The school does not amend uniform requirements regularly and takes the views of parents and pupils into account when considering changes to school uniforms.
- Where wholesale changes are required, the school ensures that assistance is provided to parents struggling to meet the associated costs.

### 3. Complaints and Challenges

- The school endeavours to resolve all uniform complaints and challenges informally, in accordance with the school's Complaints Policy.
- To make a complaint, parents should refer to the Complaints Policy and follow the stipulations outlined.
- When a complaint is received, the school works with parents to arrive at a mutually acceptable outcome.
- Governors are willing to consider reasonable requests for flexibility to allow a pupil to accommodate particular social and cultural circumstances.

### 4. Uniform Assistance

- The school supports vulnerable families in meeting the costs of uniforms.
- School uniform assistance is provided to the amount of £30 that can be spent on school clothing.
- Eligibility is determined by checking eligibility for FSM and/or Ever 6 pupil premium grant.
- Families who meet the criteria should complete the School Uniform Assistance Application Form at the end of this policy and return it to the school office.
- The budget for the school uniform assistance scheme comes from pupil premium funds.
- Funds will either be provided by supermarket voucher and/or by direct payment to school supplier.
- Support for pupils not eligible under these criteria may be provided at the discretion of the headteacher if it is believed assistance is required.

### 5. Jewellery

The **only** permitted jewellery that may be worn is:

- One pair of **plain** gold or silver stud earrings – no other piercings are permitted.  
**We strongly advise against wearing any earrings for health and safety reasons as accidents can occur where earrings cause tears.**

Studs must be small – maximum 5mm. Please see size photograph for guidance:



- A wrist watch - without camera capability or with camera capability disabled whilst in school.
- Only Prescription sunglasses are allowed in school.

Jewellery **must** be removed for PE lessons. If a child has recently had their ears pierced, tape must be provided for the initial weeks were removal is not possible. After 6 weeks, it is expected that either parents remove a pupil's earring prior to coming to school on a day when PE is timetabled, or the pupil is able to remove their own earrings.

If a pupil is seen to be wearing a piece of jewellery outside of the scope of this policy, they will be asked to remove it and place in their schoolbag. School does not accept responsibility for any items of jewellery worn to school.

## 6. Hairstyles

The school reserves the right to make a judgement on the suitability of pupils' hair and appearance:

- Extreme hairstyles, such as mohawks and patterned or brightly coloured hair, are unacceptable. The definition of an extreme hairstyle is at the discretion of the Headteacher.
- Pupils with what could be deemed extreme hairstyles may be exempt from the rule above on racial or religious grounds, taking into consideration each individual pupil's scenario.
- Pupils with long hair must ensure that this does not impede their vision, cover their face or provide a health and safety risk.
- We strongly advise that long hair is always tied back for school. Long hair **must** be tied back during practical lessons, e.g. during PE.
- Bandana style headbands and flowers/bows or excessive hair accessories are not to be worn; however, plain hair clips or bands are acceptable.
- Hair extensions are not permitted.

## 7. Make-up

- Nail varnish is not permitted.
- False nails and nail extensions are not permitted.
- Tattoos/body art are not permitted.
- No pupil is allowed to wear make-up.

If any of the above are observed, the pupil will be spoken to in the first instance and this will be followed up by a telephone call to parents/carers if no action is taken.

## 8. Footwear

For health and safety reasons, pupils are expected to wear smart, flat, dark coloured shoes. Pupils should not wear:

- shoes with raised heels or soles
- open toed sandals
- shoes with sling back heels
- boots indoors

Wellington boots can be worn in bad weather and children may bring a change of shoes for indoors. Slippers are not permitted. We encourage parents to provide younger children with shoes that have Velcro fastenings to aid independence.

Parents should discuss any medical needs that may require their child to wear footwear other than smart, dark coloured shoes with the headteacher.

## **9. Labelling**

- All pupils' clothing and footwear should be clearly labelled with their name.
- The school does not take responsibility for any garment that is not clearly marked.
- Any lost clothing is taken to the lost property storage in each building. All lost property is retained for one term and is disposed of if it is not collected within this time.

## **10. Uniform Exchange Group**

There is a dedicated, private Facebook Group managed by parents which allows families to exchange items of uniform that are still in good condition. This group is not administered by the school but is fully supported as a way to help with recycling and reusing uniform that has been outgrown or is no longer needed and to assist with keeping costs down. Please search for **Prior's Mill Uniform Exchange** in Facebook or follow this link:

<https://www.facebook.com/groups/621420815010932/>

## **11. Monitoring and Review**

The Headteacher monitors and reviews the school uniform policy when required and at least annually.

## Appendix 1

# Prior's Mill CE Primary School Uniform

## Early Years

Our school uniform consists of:

- red jumper/cardigan - \*items with the school logo are available to order
- white polo shirt
- blue jogging bottoms/leggings
- blue/black or grey knee length shorts
- grey or black pinafore or skirt
- red gingham dress may be worn during the summer term

## Year 1 – Year 6

Our school uniform consists of:

- royal blue knitted jumper/cardigan - \*items with the school logo are available to order
- white buttoned shirt
- royal blue and gold clip on or elastic tie
- black/grey tailored trousers or knee length black/grey shorts
- \*Oakleigh fabric pinafore or fabric kilt style skirt or plain black/grey skirt or pinafore
- blue gingham dress may be worn during the summer term
- Socks must be worn at all times; we ask that children wear white or black socks or tights

## P.E. Uniform

- Blue shorts
- White T-shirt - \*items with the school logo are available to order
- Black plimsolls for some indoor lessons
- Trainers for outdoor lessons
- Dark jogging bottoms and sweatshirt for outdoor lessons

**During 2021-2022, we will be altering our PE uniform to improve consistency and affordability across the school.**



## Appendix 2

### School Uniform Assistance Application Form

Children who attend **Prior's Mill CE Primary School** are eligible for school uniform assistance if they receive **FSM** or are eligible for **Pupil Premium**.

This scheme is open to children in **Reception – Year 6**. The allowance is for buying school uniform and is paid once a year.

#### Part 1: Details of parent

Your full name:	
Title:	
Date of birth:	
National insurance number:	
Address:	
Postcode:	
Mobile no.:	
Landline no.:	
Email address:	

By supplying us with a phone number or email, you agree to being contacted to let you know if you are eligible.

#### Part 2: Details of each dependent child you are applying for

Surname	Other names	Date of birth

#### Please read this declaration before you sign it

- This is my claim for school uniform assistance.
- I declare I am the parent of the child/children that I am applying for.
- I declare that all the information I have given is correct and complete to the best of my knowledge.
- I have enclosed original documentation to prove that I am in receipt of one of the benefits listed at the top of this form.

- I am aware that I have a duty to notify the school in writing immediately of any changes in my circumstances which might affect my entitlement to school clothing assistance.
- I understand that information taken from this form will be stored electronically on the school's computers. The school is permitted to do this under the GDPR and Data Protection Act 2018. A copy of the school's registration is held for inspection.

**Please return this completed form to the school office.**

Your signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**What happens next?**

If you apply for school uniform assistance and qualify, a member of the school office will contact you and discuss your choice of receiving a supermarket voucher or school purchasing from our suppliers on your behalf up to the value of £30. If you do not qualify for the payment, we will let you know by letter and phone and explain why.