



**Bishop  
Hogarth**

Catholic Education Trust

# **SCHOOL UNIFORM POLICY**

## **SACRED HEART CATHOLIC PRIMARY SCHOOL**



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## **Appendix 1**

## **Statement of intent**

Sacred Heart Catholic Primary School believes that a consistent school uniform policy is vital to promote the ethos of the school and provide a sense of belonging and identity for all pupils, regardless of their protected characteristics or socio-economic circumstances.

This policy lays out the measures the school has taken to ensure a consistent, fair and inclusive uniform policy, and to implement a uniform that reflects the needs of all pupils, and is affordable and the best value for money for the school and pupils' families.

We believe that pupils learn most effectively and achieve their best outcomes when they are comfortable, able to be themselves, and dressed in such a way that sets an appropriate tone for education.

## Legal framework

This policy has due regard to all relevant legislation including, but not limited to, the following:

- Education and Inspections Act 2006
- Education Act 2011
- Human Rights Act 1998
- Equality Act 2010
- The UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018

This policy has due regard to all relevant guidance including, but not limited to, the following:

- DfE (2021) 'Cost of school uniforms'
- DfE (2021) 'School Admissions Code'
- DfE (2021) 'School uniforms'

This policy operates in conjunction with the following school policies:

- Complaints Procedures Policy
- Behaviour Policy

## Roles and responsibilities

The Local Governing Committee is responsible for:

- Establishing, in consultation with the headteacher and school community a school uniform that accurately reflects the school's vision and values.
- Ensuring that the school's uniform is accessible and inclusive, and does not disadvantage any pupil by virtue of their protected characteristics or socio-economic status.
- Ensuring that the school's uniform is accessible and affordable.
- Demonstrating how best value for money has been achieved in the uniform policy.
- Ensuring compliance with the DfE's ['Cost of school uniforms'](#) guidance.

The headteacher is responsible for:

- Enforcing the school's uniform 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 board.

Staff members are responsible for:

- Ensuring that pupils dress in accordance with this policy at all times.
- Disciplining pupils who are in breach of this policy.
- Ensuring that pupils understand why having a consistent and practical school uniform is important, e.g. school identity.

Parents are responsible for:

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

Pupils are responsible for:

- Wearing the correct uniform at all times, unless an exemption has been granted.

## **Cost principles**

The school is committed to ensuring that its school uniform is affordable and accessible to all pupils, and does not place an unreasonable financial burden on parents.

In accordance with the 'School Admissions Code', the headteacher will ensure that the school's uniform policy does not discourage parents from applying for a place for their child.

The school will assess the overall cost implications of its uniform policy regularly, including prior to making any changes to the school uniform.

The school will evaluate the cost of its uniform based on the overall collection of uniform items that parents would need to purchase for a pupil, rather than on the cost effectiveness of individual items; this will include consideration of the fact that parents will need to purchase multiples of certain items, e.g. shirts and socks, to ensure their child can come to school in clean uniform every day.

The school keeps variations in school uniform for different groups of pupils, e.g. year group-specific items or house colours, to a minimum where possible to ensure that pupils can get the most wear out of their uniform possible and that parents can pass some items down to younger siblings.

The school keeps branded uniform items to a minimal level that is reasonable for all members of the school community. The school defines a branded uniform item as any item of clothing that cannot be purchased at a range of retailers, including by virtue of logos, colours, design and fabrics. Where the school decides to require an item of branded clothing, it will conduct an assessment to ensure prices are kept as low as possible, e.g. by offering sew- or iron-on logo badges for jumpers that can be bought at retailers instead of requiring special branded jumpers.

The school works with multiple suppliers to obtain the best value for money possible. Any savings negotiated are passed to parents where possible and does not enter into exclusive

single supplier contracts or cash-back arrangements. More information on supplier processes can be found in the 'School uniform supplier' section of this policy.

The school will not amend uniform requirements regularly and will take the views of parents and pupils into account when considering any changes to school uniforms.

### **Equality principles**

The school takes its legal obligation to avoid discriminating against any protected characteristic unlawfully seriously, and aims to ensure that the uniform policy is as inclusive as possible.

The school will work to ensure that school uniform's cost does not disproportionately affect any pupils by ensuring that uniforms for all genders are as equal in price as possible and by adhering to the cost principles detailed in **Section 3**.

The school implements a gender-neutral uniform, meaning that pupils are not required to wear specific items based on their gender, and may wear any of the uniform items listed in the 'School Uniform' section of this policy regardless of the legal sex recorded on the school's records.

The school ensures that pupils who are required to follow certain dress requirements, e.g. by virtue of their membership of a particular religious or cultural group, are afforded flexibility to allow them to wear a uniform that adheres to their requirements as far as possible. The school endeavours to meet all requests for amendments to the uniform for these purposes; however, will ensure that the needs and rights of individual pupils are weighed against any health and safety concerns for the entire school community.

Parents' concerns and requests regarding religious clothing are dealt with on a case-by-case basis by the headteacher.

The school ensures that the needs of pupils with SEND and/or sensory difficulties are considered in the uniform policy, e.g. ensuring soft, stretchy fabrics and avoiding intricate buttons or hard seams; however, where the needs of these pupils cannot be met in the standard uniform policy, individual adaptations to the uniform will be considered and maybe permitted where possible.

### **Complaints and challenges**

The school endeavours to resolve all uniform complaints informally, in accordance with the Trust's Complaints Policy.

### **School uniform supplier**

Our current school uniform supplier is:

- Elizabeth's Embroidery
- Wellington Square Shopping Centre, Stockton on Tees, TS18 1NA
- Tel: 01642 674973
- Email: [help@elizabethsembroidery.com](mailto:help@elizabethsembroidery.com)
- Website: [www.elizabethsembroidery.com](http://www.elizabethsembroidery.com)

## Opening Times

**Monday – Saturday**                      **09.00am – 5.00pm**  
**Sunday**                                        **10.00am – 4.00pm**

**There is a shop with 3 changing rooms that is open for walk-in purchasing but you can also make an appointment. Uniform experts are available to answer any questions you may have and advise on sizes. Please be aware that the company will be very busy during the summer months so please plan well ahead.**

This company supplies sweatshirts, jumpers, cardigans, polo shirts, fleece jackets, waterproof jackets and P.E. shirts bearing the school name and logo.

There is an option to have your child's initials embroidered under the school badge.

All items of uniform, coats and sports kit should be **labelled with each child's name**. Each year we have a lot of lost property in school as we are unable to return unmarked clothing to its rightful owner. Embroidered initials on the uniform does help in returning items to their rightful owners.

## WAYS TO ORDER

To view and purchase uniform, please use one of the following methods:

### 1. ONLINE

- ✚ visit [www.elizabethsembroidery.com](http://www.elizabethsembroidery.com)
- ✚ click schoolwear
- ✚ click 'shop online'
- ✚ use the password **sacred**
- ✚ scroll down to 'order here'
- ✚ pay with a credit/debit card.

### 2. ZOOM

Appointments via Zoom are available. See their website for more details.

### 3. TELEPHONE

- ✚ telephone the company
- ✚ pay with a credit/debit card.

**The Local Governing Committee will ensure that a written contract is in place with the supplier for branded items.**

The school will retender the uniform contract every three years, whether changes to the uniform are made or not, in line with the Trust's Finance Policy. The headteacher will work to ensure that the items are procured as cheaply as possible without compromising on the quality, e.g. by requesting standard-style items from the supplier rather than more intricate and unique designs.

The school does not sign contracts with suppliers before requesting visualisations of proposed uniform, as well as fabric samples.

## **7 Uniform assistance**

If a family is struggling to afford school uniform, parents should contact the Headteacher who will endeavour to help them.

If parents are on benefits or have a low household income, you may be entitled to receive a clothing grant or vouchers from Hartlepool Borough Council which will help with the cost of school uniform. Please contact the Children's Hub (01429 284284) for more information.

### **Pop up swap shop**

Many parents dispose of their child's old uniform in the bin and they end up in landfill. Many of these items are still good quality, so we have set up a Pop-Up Swap Shop.

This gives parents the opportunity to bring any unwanted or outgrown pieces of their child's uniform and swap it for one that will fit them. If you don't have anything to swap you are still very welcome to come and choose a piece of uniform. However, if you would just like to donate, a metal crate is available in the entrance lobby, near the school office, for parents to drop off any unwanted uniform. Parents will be informed of the dates of the Pop-Up Swap Shop which occurs once per term.

## **8 Non-compliance**

Staff members are permitted to discipline pupils for breaching this policy, in accordance with the school's Behaviour Policy.

The headteacher, or a person authorised by the headteacher, is permitted to ask a pupil to briefly go home to remedy breaches to the school's uniform.

When deciding whether to allow a pupil to return home, the school considers the pupil's age and vulnerability, the length of time it will take, and the availability of the pupil's parents.

Where a pupil has been sent home to rectify uniform breaches, the absence is recorded as 'authorised'.

If a pupil repeatedly breaches uniform rules, or takes longer than necessary to rectify the absence, the absence is counted as 'unauthorised'.

Parents will be notified in all cases.



## School uniform

### School colours

Our school colours are as red and grey.

### Clothing

The school uniform is as follows:

Item	Optional or required	Branding	How to acquire	Cost per item from school supplier
<b>Regular school uniform</b>				
Red sweatshirt/ Red sweatshirt cardigan	Required	No brandings	Sweatshirt and cardigan available from school supplier and second hand from Pop Up Swap Shop.  Can be bought from regular retailers.	Round Neck £10.50  V Neck £11.50  Cardigan £12.50
White polo shirt	Required	No branding	Sweatshirt and cardigan available from school supplier and second hand from Pop Up Swap Shop.  Can be bought from regular retailers.	£8.50
White shirt/ White blouse	Optional	No brandings	Available from regular retailers.	N/A
Red and White checked dress(summer months only)	Optional	No brandings	Available from regular retailers and second hand from Pop Up Swap Shop.	N/A
Red Fleece Jacket	Optional	No brandings	Available from school supplier and second hand from Pop Up Swap Shop.	£14.00

Red reversible shower jacket	Optional	No brandings	Available from school supplier and second hand from Pop Up Swap Shop.	£17.50
Red storm jacket	Optional	No brandings	Available from school supplier and second hand from Pop Up Swap Shop.	£26.50
Grey trousers/ Grey skirt/ Grey pinafore dress	Required	No brandings	Available from regular retailers or second hand from Pop Up Swap Shop.	N/A
Sensible, plain black shoes	Required	No brandings	Available from regular retailers.	N/A
Plain Black Trainers	Optional	No brandings	Available from regular retailers.	N/A
<b>PE kit</b>				
Plain red t-shirt	Optional	No brandings	Available from school supplier available from school supplier and second hand from Pop Up Swap Shop.  Can be bought from regular retailers.	£6.50
Plain black shorts	Optional	No brandings	Available from school supplier available from school supplier and second hand from Pop Up Swap Shop.  Can be bought from regular retailers.	£4.50
Plain black tracksuit bottoms or leggings	Optional	No brandings	Can be bought from regular retailers.	

Accessories				
School book bag	Preferable	School logo	Available from school supplier.	£7.50
P.E. Bag	Preferable	School Logo	Available from school supplier.	£6.00

*All prices are correct at March 2022.*

The school logo is optional but can be embroidered by supplier for £2 on each item, even if bought from another retailer. Initials can also be embroidered under the school logo for £2.75 per letter.

Parents who do not wish to buy the optional PE kit must acquire a PE kit meeting the following criteria:

- plain red T-shirt with no branding or logos from professional sports teams;
- plain black shorts, leggings or tracksuit bottoms with no branding or logos from professional sports teams;
- suitable trainers;
- black plimsolls.

Parents are responsible for ensuring their child brings their PE kit to school when needed.

Coats and jackets should have a loop to allow children to hang these safely on their cloakroom pegs. Please do not send children into school with expensive, branded coats as school cannot be held liable should they be lost.

### **Swimming (Y3 -Y6)**

Children in years 3 to 6 have swimming lessons. They require a swimming kit consisting of a costume/swimming trunks (no loose-fitting swimming shorts), towel and swimming hat. Swimming goggles are optional. Swimming hats are available from the school office costing £2.00.

### **Jewellery**

Permitted jewellery that may be worn is:

- one pair of plain stud earrings – no other piercings are permitted.
- a smart and sensible wrist watch.

Jewellery is the responsibility of the pupil and not the school. Lost or damaged items will not be refunded. All jewellery must be removed during practical lessons, including PE/swimming lessons and science experiments. If a child is unable to remove their own earrings they should not wear them on the day they are participating in such activities.

### **School bag**

Pupils must use an appropriately sized waterproof bag to carry their books and equipment. It should hold A4-sized work books comfortably without causing any damage. It should fit into the child's allocated tray.

School bags featuring inappropriate images, slogans or phrases are not permitted.

The school encourages pupils to bring non-valuable bags to school. The school will not be liable for lost or damaged school bags.

## **Hairstyles**

The school reserves the right to make a judgement on where pupils' hairstyles or hair colours are inappropriate for the school environment; however, will ensure that any such judgements do not discriminate against any pupil by virtue of their protected characteristics.

Pupils with long hair must ensure that this does not impede their vision, cover their face or provide a health and safety risk. Long hair must be tied up during practical lessons, e.g. during PE.

The following hairstyles are not considered appropriate for school:

- dyed hair;
- extreme hairstyles e.g. lines or shapes cut into the hair;
- headwear with bold patterns or colours;
- excessive hair accessories.

## **Makeup**

The school rules on makeup are as follows:

- no makeup is permitted;
- nail varnish, false nails and nail extensions are not permitted.
- temporary tattoos are not permitted.

Pupils wearing makeup are required to remove it or, if appropriate, will be sent home to remove it.

## **Adverse weather**

During periods of any adverse weather conditions children can come into school in wellies and change into their school shoes in the building.

## **Labelling**

All pupils' clothing and footwear should be clearly labelled with the child's name.

Any lost clothing will be taken to the lost property box in the school office. All lost property is retained for two weeks and then disposed of if it is not collected within this time.

School cannot be held responsible for the loss of any item of clothing.

## **School Uniform Assistance**

If a family is struggling to afford school uniform, parents should contact the Headteacher who will endeavour to help them.

If you are on benefits or a low household income you may be entitled to receive a clothing grant or vouchers from Hartlepool Borough Council which will help with the cost of school uniform. Please contact the Children's Hub (01429 284284) for more information.

## **Monitoring and review**

This policy is reviewed every three years by the Local Governing Committee.