



**Bishop  
Hogarth**

Catholic Education Trust

# School Uniform Policy

St Cuthbert's Catholic Primary

Hartlepool

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## **Appendix 1**

## **Statement of intent**

**St Cuthberts, Hartlepool** 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.

## 1. 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

## 2. 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.

### **3. 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.

#### **4. 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.

#### **5. Complaints and challenges**

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

## **6. School uniform supplier** (complete this section if your school has a uniform supplier)

Our current school uniform supplier is:

Michael Sehgal & Sons Ltd

UNIT 17, Airport Industrial Estate, Kingston Park Ave, Newcastle upon Tyne NE3 2EF

Phone: 0191 230 2320

sales@michaelsehgal.co.uk

### **Uniform is also available in local supermarkets without the school badge which is not compulsory.**

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 3 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**

The school supports vulnerable families in meeting the costs of uniforms. School uniform assistance is provided and a school Jumper/cardigan and tee shirt ordered through school. The budget for the school uniform assistance scheme comes from pupil premium funds.

To claim school uniform assistance, parents should be eligible for free school meals.

Families who meet the criteria should complete the **at School Uniform Assistance Application Form** at **Appendix 1**.

The school holds second-hand school uniforms for parents to access. Parents are invited to donate their child's uniform when they no longer need it.

A termly stall is held for parents to purchase clothing for a donation and school uniform can always be accessed as needed through contacting our PSA, Mrs R. Garside.

## **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.

## 9. School uniform

### School colours

Our school colours are as follows:

- Maroon jumper or cardigan
- White shirt or polo shirt
- Grey trousers or skirts or pinafores
- A red checked summer dress can be worn during the Summer term.
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### Clothing

The school uniform is as follows:

Item	Optional or required	Branding	How to acquire
<b>Regular school uniform</b>			
<u>Maroon sweatshirt or cardigan</u>	<u>Required</u>	<u>School logo preferred</u>	<u>Branded sweatshirt and cardigan available from school supplier and second hand from school office. Maroon sweatshirt or cardigan can be bought from regular retailers.</u>
<u>White polo shirt</u>	<u>Required</u>	<u>No branding</u>	<u>Second hand from school office and available from regular retailers.</u>

<u>Grey or black trousers or grey skirt/pinafore</u>	<u>Required</u>	<u>No branding</u>	<u>Available from school supplier, second hand from school office and available from regular retailers.</u>
<u>Sensible, plain black shoes</u>	<u>Required</u>	<u>No branding</u>	<u>Available from regular retailers.</u>
PE kit			
<u>Plain white t-shirt</u>	<u>Optional</u>	<u>No branding</u>	<u>Various retailers</u>
<u>Plain black shorts</u>	<u>Optional</u>	<u>No branding</u>	<u>various retailers</u>
Accessories			
<u>School book bag</u>	<u>Optional</u>	<u>School logo</u>	<u>Available from school office</u>

High heels are not permitted; however, block heels of no more than 2 cm can be worn.

Skirts must be knee-length. Black jeans are not permitted.

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

- Plain white tee shirt with no branding or logos from professional sports teams
- Plain black shorts or tracksuit bottoms with no branding or logos from professional sports teams
- Suitable trainers
- Suitable sports footwear, e.g. football boots

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

### **Jewellery**

Permitted jewellery that may be worn is:

- A smart and sensible wrist watch.
- Plain stud earrings **if** child can take them out independently for PE.

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 lessons and science experiments.

### **School bag**

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:

- Brightly-coloured, dyed hair.
- Headwear with bold patterns or colours.
- Excessive hair accessories.

## **10. Adverse weather**

Children are permitted to wear wellington boots or similar waterproof footwear during adverse weather.

## **11. Labelling**

All pupils' clothing and footwear is clearly labelled with their name.

Any lost clothing is to be taken to the lost property box in the main corridor. All lost property is retained for a month and is disposed of if it is not collected within this time.

## **12. Monitoring and review**

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

## St Cuthbert's School Uniform Assistance Application Form

Children who attend are eligible for school uniform assistance if they receive FSM.

This scheme is open to children in Years 1-6. The allowance is for buying suitable school wear and is paid once a year.

### Part 1: Details of parent

<b>Your full name:</b>	
<b>Title:</b>	
<b>National insurance number:</b>	
<b>Address:</b>	
<b>Postcode:</b>	
<b>Mobile no.:</b>	
<b>Landline no.:</b>	
<b>Email address:</b>	

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

- I declare I am the parent of the child(ren) 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 UK GDPR and Data Protection Act 2018. A copy of the school's registration is held for inspection.

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

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

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### **What happens next?**

If you apply for school uniform assistance and qualify, a jumper and polo shirt will be sent to you for each of your children during the month before your child starts school. If you do not qualify for the payment, we will let you know by letter and phone and explain why.