



*Let Your Light Shine'*

*(Matthew 5.v16)*

# School Uniform Policy

**Approval Date: Summer Term 2023**

**Review Date: Summer Term 2024**

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### 1. Aims

This policy aims to:

- ❖ Set out our approach to requiring a uniform that is of reasonable cost and offers the best value for money for parents and carers
- ❖ Explain how we will avoid discrimination in line with our legal duties under the Equality Act 2010
- ❖ Clarify our expectations for school uniform

### 2. Our school's legal duties under the Equality Act 2010

The [Equality Act 2010](#) prohibits discrimination against an individual based on the protected characteristics, which include sex, race, religion or belief, and gender reassignment.

To avoid discrimination, our school will:

- ❖ Make sure that our uniform costs the same for all pupils
- ❖ Allow all pupils to have long hair (though we reserve the right to ask for this to be tied back)
- ❖ Allow pupils to request changes to swimwear for religious reasons
- ❖ Allow pupils to wear headscarves and other religious or cultural symbols
- ❖ Allow for adaptations to our policy on the grounds of equality by asking pupils or their parents to get in touch with the school office on 01388 746426, who can answer questions about the policy and respond to any requests

### 3. Limiting the cost of school uniform

Our school has a duty to make sure that the uniform we require is affordable, in line with statutory [guidance](#) from the Department for Education on the cost of school uniform.

We understand that items with distinctive characteristics (such as branded items, or items that have to have a school logo or a unique fabric/colour/design) cannot be purchased from a wide range of retailers and that requiring many such items limits parents' ability to 'shop around' for a low price.

We will make sure our uniform:

- ❖ Is available at a reasonable cost
  - ❖ Provides the best value for money for parents/carers
  - ❖ We will do this by:
    - ❖ Carefully considering whether any items with distinctive characteristics are necessary
    - ❖ Limiting any items with distinctive characteristics where possible, for example, by only asking that the school jumper, features the school logo
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- ❖ Considering cheaper alternatives to school-branded items, such as logos that can be ironed on, as long as this doesn't compromise quality and durability
- ❖ Avoiding specific requirements for items pupils could wear on non-school days, such as coats, bags and shoes
- ❖ Keeping the number of optional branded items to a minimum, so that the school's uniform can act as a social leveler
- ❖ Avoiding different uniform requirements for different year/class/house groups
- ❖ Avoiding different uniform requirements for extra-curricular activities
- ❖ Making sure that arrangements are in place for parents to acquire second-hand uniform items
- ❖ Avoiding frequent changes to uniform specifications and minimising the financial impact on parents of any changes
- ❖ Consulting with parents and pupils on any proposed significant changes to the uniform policy and carefully considering any complaints about the policy

## 4. Expectations for school uniform

At St. Stephen's Church of England Primary School, we believe that the wearing of a school uniform enables children to identify with their school, gives a sense of pride and belonging, is practical, smart, reinforces a positive work ethos & reduces expenditure for parents/carers.

### 4.1 Our school's uniform

Sweatshirt or cardigan – burgundy with embroidered school logo
Polo shirt: sky blue
Trousers (not leggings or jogging bottoms) / skirts / pinafore dress / grey or black
Trainers instead of school shoes as all classes do daily exercise – Dark colour preferred
Plain shorts or gingham dresses (any colour) can be worn in summer - optional
Summer and winter hats can be worn but these do not have to be branded and can be any colour
Coats can be any colour but should be practical for the weather and we do not recommend that expensive designer brands are worn for school
<b>PE kit</b>
There are designated PE days for each class and it is expected that children come to school in appropriate PE kit on these days. PE kit should be: <ul style="list-style-type: none"> <li>❖ jogging bottoms or leggings (no jeans or jeggings)</li> <li>❖ T-shirt (girls should not wear cropped tops/vests)</li> <li>❖ sweatshirt or hoodie</li> <li>❖ trainers</li> <li>❖ Children can wear shorts on their PE day in summer instead of joggers, if they wish to and if the weather is appropriate.</li> </ul>
Swimming Kit – Y3 to Y6 have swimming lessons at some point during the school year and need a one piece swimsuit, swimming trunks or swimming shorts. All pupils require a swimming hat and a towel.
As well as wearing PE kit on their designated PE day, <b>Reception children also need to have a PE kit in school</b> consisting of a pair of shorts and a T-shirt. Their kit can be sent in any type of bag/rucksack or simply a named carrier bag, this is then kept in their locker for each half term and only taken home then for washing (a branded PE bag is available from our uniform supplier however this is optional).

The school sweatshirt/cardigan is the **only** branded item of uniform which is **compulsory** and these can be purchased from our uniform supplier. We are also able to supply iron on/sew on school badges which can be added to plain sweatshirts/cardigans/polo shirts at a cost of £4.00 each.

All other items can be bought from any supermarket or clothing store and do not need to have the school logo on. Parents do have the option to purchase branded items such as polo shirts, coats etc. from our uniform supplier however these are not compulsory as items can be purchased at a reduced cost elsewhere.

## 4.2 Expectations and procedures

- ❖ It is expected that children wear the school uniform each day, with the appropriate footwear
- ❖ If a child does not wear the correct uniform, a written reminder will be emailed to the parent/carer outlining our expectations
- ❖ If a child arrives at school wearing inappropriate clothing which causes concern (e.g. unsuitable for the weather, too revealing, offensive/unsuitable slogans, etc) then the school will contact the parent/carer to request that appropriate clothing is brought to school for the child to change into
- ❖ If a child does not arrive at school in their PE kit on their designated PE day, parents will be contacted and asked to bring PE kit for their child to change into. If PE kit is not supplied then the child will **not** take part in the PE lesson for that week (they will receive alternative tuition) and a letter will be sent home asking parents to make appropriate arrangements for the following week.
- ❖ If there is any reason why a child cannot wear our uniform or requires special dispensation (e.g. health or religious grounds), parents will be asked to contact us and the school will consider sympathetically any such requests.

## 4.3 Jewellery

On Health & Safety grounds, children are **not** permitted to wear jewellery to school apart from a watch and small stud earrings (not Apple watches or expensive brands as school will accept no responsibility for loss or damage).

- ❖ Children will be allowed to wear small stud pierced earrings **except** for the days when they have PE or swimming. **On these days we will be insisting that earrings must not be worn for school and they should be removed by the parent or child at home.** Covering earrings with tape will **no longer be permitted** as it does not ensure safe participation in sports activities.
- ❖ Children who cannot remove their earrings (due to having them pierced in the last 6 weeks) will miss the PE/swimming lesson for the week (they will receive alternative tuition). Parents will then be emailed a letter requesting that they make alternative arrangements for the following week. School staff are prohibited from removing or replacing earrings & the school will accept no responsibility for accidents caused by the wearing of jewellery.
- ❖ *Parents & carers are reminded that if they should wish for their child to have their ears pierced, then it is best to be done at the beginning of the 6 weeks holiday in order that they can then be removed for PE at the beginning of the Autumn term.*
- ❖ Nail varnish, false nails, make up, hair dye or temporary tattoos **must not be worn** for school.

## 4.4 Where to purchase uniform

- ❖ The school sweatshirt/cardigan is the **only** branded item of uniform which is **compulsory** and these can be purchased from our uniform supplier, Emblematic:<https://studentuniform.co.uk/wilps080/>
- ❖ All other items can be bought from any supermarket or clothing store and do not need to have the school logo on. Parents do have the option to purchase branded items such as polo shirts, coats etc. from our uniform supplier however these are not compulsory as items can be purchased at a reduced cost elsewhere.
- ❖ We will arrange regular 'pre-loved' uniform sales, which will be an opportunity for families to access good quality used school uniform at reduced cost or no cost.

## 5. Expectations for our school community

### 5.1 Pupils

Pupils are expected to wear the correct uniform at all times (other than specified non-school uniform days) while:

- ❖ On the school premises
- ❖ Travelling to and from school
- ❖ At out-of-school events or on trips that are organised by the school, or where they are representing the school (if required)

Pupils are also expected to contact the Headteacher if they want to request an amendment to the uniform policy in relation to their protected characteristics.

### 5.2 Parents and carers

Parents and carers are expected to make sure their child has the correct uniform and PE kit, and that every item is:

- ❖ Clean
- ❖ Clearly labelled with the child's name
- ❖ In good condition

On Health & Safety grounds, children are **not** permitted to wear jewellery to school apart from a watch and small stud earrings (not Apple watches or expensive brands as school will accept no responsibility for loss or damage).

- ❖ Earrings must not be worn for school on a child's PE day and they should be removed by the parent or child at home. Covering earrings with tape will no longer be permitted as it does not ensure safe participation in sports activities.
- ❖ School staff are prohibited from removing or replacing earrings & the school will accept no responsibility for accidents caused by the wearing of jewellery.

Parents are also expected to contact the Headteacher if they want to request an amendment to the uniform policy in relation to:

- ❖ Their child's protected characteristics
- ❖ The cost of the uniform

If there is any reason why a child cannot wear our uniform or requires special dispensation (e.g. health or religious grounds) then the governors will consider sympathetically any such request from a parent/carer.

Parents are expected to lodge any complaints or objections relating to the school uniform in a timely and reasonable manner.

Disputes about the cost of the school uniform will be:

- ❖ Resolved locally
- ❖ Dealt with in accordance with our school's complaints policy

The school will work closely with parents to arrive at a mutually acceptable outcome.

### 5.3 Staff

Staff will closely monitor pupils to make sure they are in correct uniform. They will give any pupils and families breaching the uniform policy the opportunity to comply but will follow up with parents if the situation doesn't improve.

It is expected that children wear the correct school uniform each day, with the appropriate footwear. Ongoing breaches of our uniform policy will be dealt with in the following ways:

- ❖ If a child arrives at school without uniform, a verbal or written reminder of our expectations will be communicated to the parents/carers *(see Appendix 1)*.
- ❖ If a child arrives at school wearing inappropriate clothing which causes concern (e.g. unsuitable for the weather, too revealing, offensive/unsuitable slogans, etc) then the school will contact parents to ask for appropriate clothing to be brought to school or school will provide uniform for the child to wear for the day
- ❖ If a child arrives at school wearing inappropriate earrings, ie: anything other than a small stud, parents will be emailed a letter requesting that their child only wears appropriate earrings for school. *(see Appendix 2)*
- ❖ Children who cannot remove their earrings (due to having them pierced in the last 6 weeks) will miss the PE/swimming lesson for the week (they will receive alternative tuition). Parents will then be emailed a letter requesting that they make alternative arrangements for the following week. *(See Appendix 3)*
- ❖ School staff are prohibited from removing or replacing earrings & the school will accept no responsibility for accidents caused by the wearing of any jewellery.

In cases where it is suspected that financial hardship has resulted in a pupil not complying with this uniform policy, staff will take a mindful and considerate approach to resolving the situation.

### 5.3 Governors

The governing board will review this policy and make sure that it:

- ❖ Is appropriate for our school's context
- ❖ Is implemented fairly across the school
- ❖ Takes into account the views of parents and pupils
- ❖ Offers a uniform that is appropriate, practical and safe for all pupils

The board will also make sure that the school's uniform supplier arrangements give the highest priority to cost and value for money, for example by avoiding single supplier contracts and by re-tendering contracts at least every 5 years.

## 6 Monitoring arrangements

This policy will be reviewed at least annually by the Headteacher. At every review, it will be approved by the full Governing Body.

## 7 Links to other policies

This policy is linked to our:

- ❖ Behaviour policy
- ❖ Equality information and objectives statement
- ❖ Anti-bullying policy
- ❖ Complaints policy

**APPENDIX 1 – STANDARD LETTER TO PARENTS Re. CORRECT UNIFORM**

Date: .....

Dear Parent/Carer,

Child's name: ..... Class: .....

We noticed that your child did not wear their uniform to school today. I'm sure you will appreciate the many advantages of our uniform policy, both at home and at school. As our policy states:

At St. Stephen's Church of England Primary School, we believe that the wearing of a school uniform enables children to identify with their school, gives a sense of pride and belonging, is practical, smart, reinforces a positive work ethos & reduces expenditure for parents/carers.

I would be very grateful therefore, if you could make sure that your child dresses appropriately every school day. Our uniform is as follows:

Sweatshirt or cardigan – burgundy with embroidered school logo
Polo shirt: sky blue
Trousers (not leggings or jogging bottoms) / skirts / pinafore dress / grey or black
Trainers instead of school shoes as all classes do daily exercise – Dark colour preferred
Plain shorts or gingham dresses (any colour) can be worn in summer - optional
Summer and winter hats can be worn but these do not have to be branded and can be any colour
Coats can be any colour but should be practical for the weather and we do not recommend that expensive designer brands are worn for school
<b>PE kit</b>
There are designated PE days for each class and it is expected that children come to school in appropriate PE kit on these days. PE kit should be: <ul style="list-style-type: none"> <li>❖ jogging bottoms or leggings (no jeans or jeggings)</li> <li>❖ T-shirt (girls should not wear cropped tops/vests)</li> <li>❖ sweatshirt or hoodie</li> <li>❖ trainers</li> </ul> Children can wear shorts on their PE day in summer instead of joggers, if they wish to and if the weather is appropriate.
Swimming Kit – Y3 to Y6 have swimming lessons at some point during the school year and need a one piece swimsuit, swimming trunks or swimming shorts. All pupils require a swimming hat and a towel.
As well as wearing PE kit on their designated PE day, <b>Reception children also need to have a PE kit in school</b> consisting of a pair of shorts and a T-shirt. Their kit can be sent in any type of bag/rucksack or simply a named carrier bag, this is then kept in their locker for each half term and only taken home then for washing (a branded PE bag is available from our uniform supplier however this is optional).

Thank you for your support in this matter.

Yours faithfully,

*Alison Richardson*

Head teacher

**APPENDIX 2 – STANDARD LETTER TO PARENTS Re. INAPPROPRIATE EARRINGS**

Date: .....

Dear Parent/Carer,

Child's name: ..... Class: .....

We noticed that your child has been wearing inappropriate earrings to school. These are not only felt to be of a high risk in terms of Health & Safety, but also go against our policy on uniform, which states:

- ❖ 'On Health & Safety grounds, children are not permitted to wear jewellery to school apart from a watch & a pair of stud pierced earrings' .
  
- ❖ I would be very grateful therefore, if you could make sure that your child only wears earrings which are appropriate to school.

Yours faithfully,

*Alison Richardson*

Head teacher



**APPENDIX 3 – STANDARD LETTER TO PARENTS Re. EARRINGS DURING PE LESSONS**

Date: .....

Dear Parent/Carer,

Child's name: ..... Class: .....

We noticed that your child cannot remove his / her own earrings for PE/swimming lessons. It is our school policy that earrings must be removed on your child's allocated PE/swimming day on Health & Safety grounds.

Our policy states:

- ❖ On Health & Safety grounds, children are **not** permitted to wear jewellery to school apart from a watch and small stud earrings (not Apple watches or expensive brands as school will accept no responsibility for loss or damage).
- ❖ Children will be allowed to wear small stud pierced earrings **except** for the days when they have PE or swimming. **On these days we will be insisting that earrings must not be worn for school and they should be removed by the parent or child at home.** Covering earrings with tape will **no longer be permitted** as it does not ensure safe participation in sports activities.
- ❖ Children who cannot remove their earrings (due to having them pierced in the last 6 weeks) will miss the PE/swimming lesson for the week (they will receive alternative tuition). Parents will then be informed that they need to make alternative arrangements for the following week.
- ❖ School staff are prohibited from removing or replacing earrings & the school will accept no responsibility for accidents caused by the wearing of any jewellery.
- ❖ I would be very grateful therefore, if you could make arrangements in order that your child does not miss any more lessons of PE/swimming.

Thank you for your support in this matter.

Yours faithfully,

*Alison Richardson*

Head teacher