



## Uniform Policy

|   |   |
|---|---|
| Author                                    | MG Simpson  |
| Responsibility                            | All staff and the governing body  |
| Effective Date                            | September 2022  |
| Review Date                               | July 2023   |
| Approved by full Board of Governors:      | September 2022  |
| Storage: (i) Electronic<br>(ii) Hard Copy | (i) School network and on Google Drive / School website<br>(ii) Policy file |
| Distribution                              | All staff and governors   |

### 1. Statement of intent

“Therefore, as God’s chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience.”  
Colossians 3:12

At Holywell, our school vision is to ‘Live Life in all its Fullness’. This comes from the Bible story of Jesus as The Good Shepherd (John 10:10). As the Good Shepherd, Jesus promises that if we choose to follow Him, we will find safety and will have life in great abundance. Whilst not all of our ‘sheep’ are Christians, we ask that everyone who chooses to be a part of our community at Holywell tries to live and uphold our Christian values in their day-to-day life, that they strive to be the best they can be (academically, socially and personally), and that they do this ‘in community’ – ie. with due regard to ensuring that personal actions and choices have positive impacts on others.

As part of our school vision, our focus is very definitely on all students ‘being the best they can be’. As well as learning, this does link to standards of behaviour and dress too. At Holywell we believe that a clear, consistent school uniform policy is vital to promote the ethos of the school and provide a sense of belonging and identity for all students, regardless of their protected characteristics or socio-economic circumstances.

Holywell has a long tradition of smart students – both in appearance and manner. Our uniform is traditional and reflects our high aspirations and long-standing roots. This policy lays out the measures we have taken to ensure a consistent, fair and inclusive uniform policy, and to implement a uniform that reflects the needs of all students, is affordable and provides the best value for money for the school and students’ families.

## **2. 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
- Education (Guidance about Costs of School Uniforms) Act 2021

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 Policy
- Behaviour for Learning Policy
- Purchasing Policy

## **3. Roles and responsibilities**

The governing board 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 the school's uniform is accessible and inclusive, and does not disadvantage any student by virtue of their protected characteristics or socio-economic status.
- Listening to the opinions and wishes of parents, students and the wider school community regarding changes to the school's uniform.
- 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.
- Processing and approving all eligible School Uniform Assistance Application Forms.

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 student 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.
- Providing students with an exemption letter as appropriate, e.g. for a student who has a broken arm and requires a loose-fitting top.

Staff members are responsible for:

- Ensuring that students dress in accordance with this policy at all times.
- Disciplining students who are in breach of this policy.
- Ensuring that students 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, presentable and the correct size.
- 

Students 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.

#### **4. Cost principles**

The school is committed to ensuring that its school uniform is affordable and accessible to all students, 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.

We will assess the overall cost implications of its uniform policy regularly, including prior to making any changes to the school uniform. When evaluating whether costs are reasonable and proportionate, we will take into account the opinions and situations of:

- Economically disadvantaged parents.
- Parents with multiple children who are, or will be in the future, students at the school.
- Parents of younger children, as they are likely to grow quickly and require new sets of uniform more frequently.
- Parents of students with protected characteristics that may impact their ability to access the uniform due to costs.
- Looked After Children (LAC) and Previously Looked After Children (PLAC).

The cost of the uniform is based on the overall collection of uniform items that parents would need to purchase for a student, rather than on the cost effectiveness of individual items; this includes 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.

There are slight variations in school uniform for different groups of students, e.g. house badges, however, these are kept to a minimum and there are no additional costs to students in different groups. House groupings are kept in families and this ensures that students 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. We have conducted an assessment to ensure prices for branded clothing are kept as low as possible, e.g. by offering sew- or iron-on house badges for blazers bought at retailers instead of requiring special branded items.

Holywell 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 students, and that the best value for money is secured through reputable suppliers.

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

## **5. Equality principles**

At Holywell, we take our legal obligation to avoid discriminating against any protected characteristic unlawfully very seriously, and we aim to ensure that the uniform policy is as inclusive as possible so that all students are supported to access a school uniform which is comfortable, suitable for their needs, and reflects who they are.

We have tried to ensure that school uniform's cost does not disproportionately affect any students by ensuring that uniforms for all genders are as equal in price as possible and by adhering to the cost principles laid out in section 4.

Our uniform expectations are gender-neutral meaning that students 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. We are happy to accommodate specific requests from students, and parents of students, who:

- Are transgender, including non-binary students.
- Have SEND and/or sensory needs.
- Are of a religious or cultural background that have dress requirements.

We endeavour to meet all requests for amendments to the uniform for these purposes; however, will ensure that the needs and rights of individual students 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 and governing board, and always in accordance with the school's Complaints Policy.

We ensure that the needs of students 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 students cannot be met in the standard uniform policy, individual adaptations to the uniform will be considered and permitted wherever possible.

## **6. Complaints and challenges**

At Holywell, we endeavour to resolve all uniform complaints and challenges locally and 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 student to accommodate particular social and cultural circumstances.

## **7. School uniform supplier**

Our current school uniform supplier is:

Price & Buckland

<https://www.pbuniform-online.co.uk/schools/holywell-school.html>

tel: 0115 9640827

We will retender the uniform contract every five years, whether changes to the uniform are made or not, in line with the Purchasing Policy. The governing board will be able to demonstrate how uniform is procured at the best value for money. 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.

The school will order new uniform each December. Where the school is proposing to change suppliers, it will reach out to suppliers by October in the determination year.

## **8. Uniform assistance**

We support vulnerable families in meeting the costs of uniforms. The budget for the school uniform assistance scheme comes from pupil premium funds and help is available on request via the school office ([school@holywellschool.co.uk](mailto:school@holywellschool.co.uk)).

The school and the PTFA hold second-hand school uniforms in the school office for parents to access; access to these uniforms is available upon request made to the headteacher. Parents are invited to donate their child's uniform when they no longer need it.

## **9. Non-compliance**

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

In general, we try to resolve issues with uniform in a supportive way. We will often loan students correct items of uniform to wear in school and will arrange a deadline with parents by which time issues will be resolved. Three uniform infringements will lead to a C1 sanction as detailed in our Behaviour for Learning Policy.

In extreme cases, the headteacher, or a person authorised by the headteacher, is permitted to ask a student to briefly go home to remedy breaches to the school's uniform. When deciding whether to allow a student to return home, the school considers the student's age and vulnerability, the length of time it will take, and the availability of the student's parents. Where a student has been sent home to rectify uniform breaches, the absence is recorded as 'authorised'.

## 12. Uniform

Parents and staff are rightly proud of the high standards of dress achieved by the students at Holywell. All students are required to wear uniform.

|                                     |  |
|-------------------------------------|--|
| <b>UNIFORM</b>                      |  |
| Blazer                              | Black  |
| House Badge*                        | For blazer   |
| Trousers or Tailored Short Trousers | Plain grey, not cords or denims                    |
| Skirt                               | Plain pleated grey, business-style length          |
| Jumper/Cardigan                     | Plain grey, 'V'; necked                            |
| Shirt                               | White  |
| School Tie*                         | Black and gold clip-on                             |
| White polo shirt                    | Summer term only                                   |
| Socks                               | White, grey or black (No trainer socks)            |
| Shoes                               | Black, no boots, trainers or heels higher than 4cm |
| Coat                                | Any plain style                                    |

|                       |                                    |
|-----------------------|------------------------------------|
| <b>SPORTS UNIFORM</b> |                                    |
| Rugby Shirt*          | Black/Gold reversible*             |
| Shorts                | Black                              |
| Skirt                 | Black                              |
| Sports shirt*         | With school logo*                  |
| Socks                 | Knee length black* and short white |
| Trainers              | NB. not basketball boots           |
| Football boots        |                                    |
| Track suit            | Optional – black                   |
| Shin pads             | Optional                           |
| Towel                 |                                    |

*Items marked with \* are available from school*

### Hairstyles

It should be noted that the school does not accept extreme haircuts or colours. Patterns and track-lines should not be cut into hair. Hair should not be cut shorter than a no 2. If you are in any doubt about the validity of a hairstyle, please contact the school before getting the hair-cut.

### Jewellery and Make-up

To avoid any dangers or loss or accident to the wearer or other student, expensive items must not be worn. No necklaces or bracelets are permitted unless they are part of your religious faith. One plain ring is allowed. Earrings - plain studs, only one in each earlobe, these must be removed for PE/Games lessons. Nose studs are not permitted, except for religious purposes. These must be discussed directly with the headteacher. Make-up is not allowed. Fake or acrylic nails and nail polish are not allowed.

## 13. Extreme weather

All students are required to wear weather-appropriate clothing. Students will be advised not to wear any jumpers or blazers during heatwaves. If outside during break times, students not wearing sun-safe clothing are advised to stay in an area protected from the sun, or spare clothing is provided. For cold temperatures, this includes wearing:

- Scarfs, gloves, coats and hats when they are outside.
- Warm jumpers that conform to the school's uniform policy.
- Trousers, or thick tights with skirts.

#### **14. Labelling**

All students' clothing and footwear must be clearly labelled with their name.

Any lost clothing is to be taken to the lost property box in the school office. All lost property is retained until the end of the year. There will be an annual 'amnesty day' for collecting items of lost property. Lost property is disposed of or offered as second-hand items if it is not collected within this time.

#### **15. Monitoring and review**

This policy is reviewed annually by the chair of governors and the headteacher.