



Uniform Policy

2023 - 2026

Approved by: LGB

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Uniform Policy inc. Rules about how to Dress to attend Witchford Village College

Contents

1. Aims	2
2. Our school's legal duties under the Equality Act 2010	2
3. Limiting the cost of school uniform	3
4. Expectations of school uniform.....	3
5. What is not permitted.....	5
6. Expectations for our school community.....	5
7. What to do about incorrect uniform	6
8. Second-hand Uniform	Error! Bookmark not defined.
9. Monitoring Arrangements	7

1. Aims

We believe that a uniform helps to give young people a sense of identity and belonging to the College community.

We have a policy to make clear that all students should wear the correct uniform at all times, to indicate what is permitted to wear and what is not permitted and to explain the process to follow when a student does not have the correct uniform, including sanctions that will be applied if appropriate.

Students must always wear the correct uniform and all property should be clearly labelled with their name.

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:

- Avoid listing uniform items based on sex, to give all pupils the opportunity to wear the uniform they feel most comfortable in or that most reflects their self-identified gender
- 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 all pupils to style their hair in the way that is appropriate for school yet makes them feel most comfortable
- 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 Mrs Cornelius RCornelius@wvc.tela.org.uk 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.

3.1 We will make sure our uniform:

1. Is available at a reasonable cost
2. Provides the best value for money for parents/carers

3.2 We will do this by:

3. Carefully considering whether any items with distinctive characteristics are necessary
4. Limiting any items with distinctive characteristics where possible, for example, by only asking that the blazer, worn over the jumper, features the school logo.
5. Limiting items with distinctive characteristics to low-cost or long-lasting items, such as ties
6. Avoiding specific requirements for items pupils could wear on non-school days, such as coats, bags and shoes
7. Keeping the number of optional branded items to a minimum, so that the school's uniform can act as a social leveler
8. Avoiding different uniform requirements for different year/class/house groups
9. Avoiding different uniform requirements for extra-curricular activities
10. Considering alternative methods for signaling differences in groups for interschool competitions, such as creating posters or labels
11. Making sure that arrangements are in place for parents to acquire second-hand uniform items
12. Avoiding frequent changes to uniform specifications and minimising the financial impact on parents of any changes
13. Consulting with parents and pupils on any proposed significant changes to the uniform policy and carefully considering any complaints about the policy

4. Expectations of school uniform

4.1 The following items can only be purchased from the College uniform supplier:

1. Royal blue blazer with College logo - *Compulsory*
2. College tie - *Compulsory*
3. Royal Tartan skirt – This is the only skirt permitted to be worn (Sept 2023)
4. Black and white PE crew-neck T-shirt with College logo - *Compulsory*
5. Black and white PE mid-layer half-zip with College logo. *Optional*

6. Black and white rugby shirt with College logo. *Optional*

4.2 The following items can be purchased from alternative sources:

1. White shirt - tucked in and top button fastened (short or long sleeved)
2. Black or navy-Blue V-neck or crew neck plain Jumper. No logos or branding – *Optional*
3. Black trousers - A formal style. Trousers should be worn fastened at the waist. Jean material is not allowed – Tailored school shorts are permissible.
4. Plain black shoes (including stitching and soles) these should be smart black (natural or synthetic leather) shoes or trainers. Branded trainers are discouraged but a blacked-out logo that is the same colour as the shoe is permitted. Shoes should be of a sensible design and height covering the entire foot. Smart/formal ankle boots are acceptable. At lunchtime students may wear any trainers when taking part in sport. These should not be worn inside the main college building.
5. Socks – Dark coloured or white and plain.
6. Plain black PE shorts/leggings and/or tracksuit bottoms
7. Plain black rugby/football socks
8. Plain black base layer to be worn under PE shirt - *optional*
9. Indoor trainers or studded boots depending on sports activity
10. Plain black, fitted t-shirt, leggings for dance (*College logo clothing optional for dance*)
11. Protective items such as gum shields and shin pads

4.3 To further support a professional approach to school:

1. The wearing of a small amount of makeup, discreetly applied, is permitted. False Eyelashes are strongly discouraged, if worn they must be discrete and natural, if they are noticeable the student will be asked to remove them before returning to lesson excessive makeup will also be removed.
2. Clear, nude or French manicure nail varnish that is natural in appearance only. False nails are strongly discouraged for school and may need to be removed if the length is excessive (cause a possible risk).
3. For safety reasons Earing's must be studs, septum piercing need to be plain/discreet and are discouraged, if possible, they should be removed during the school day. If other discreet jewellery is worn it is at the owner's risk of loss, if the item creates an issue with risk assessments, we reserve the right to ask for the items to be removed whilst at school or for the activity. Failure to follow this instruction will result in sanctions for defiance. We may request a piercing requires a Clear retainer to be worn.
4. In poor weather e.g. snow, the College will advise students about appropriate footwear.
5. Tights are optional. If worn, they should be natural tan, plain black or navy.

If you wish your child to wear alternative items of clothing for religious or cultural reasons, please contact the College to discuss directly

5. Other Uniform items

- 7 Tops, for example, T-shirts and vests, should not be visible under the school shirt. For this reason, coloured T-shirts and vests or those with writing on that render them visible must not be worn under the white school shirt.
- 8 Coats must not be worn in classrooms.
- 9 Deputy Head will determine what constitutes "excessive" Makeup.
- 10 Large belt buckles with brands and/or logos on clothing is not permitted this is to reduce brand-based peer pressure in the community.
- 11 Hats and hoods must not be worn inside the school buildings.
- 12 Extreme hair styles and colours are not permitted. College staff will decide whether a hair style is extreme, but examples of extreme hair styles are patterns shaved into the hair and "Mohicans" or bright non-natural colours. A student who is thinking of a particular hair style but is unsure whether it would be allowed should think about the professional approach to work life as a guide but could check with a member of the Senior Leadership Team before they have it done.
- 13 Permanent and temporary tattoos such as "henna" are not permitted.

6. Expectations for our school community

The school has invested in uniform that students can borrow - if for any reason they cannot come to school in the correct uniform the student is expected to take the initiative to visit reception to request help prior to form period. This enables Form Tutors to check uniform daily and maintain the high expectations, it also avoids the students becoming embarrassed by not having the correct items to wear.

In all cases where uniform cannot be adhered to communication from home is very helpful so that the school knows the parent is aware of the students' uniform needs

6.1 Pupils

Pupils are expected to always wear the correct uniform 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 a Deputy Head, if they want to request an amendment to the uniform policy in relation to their protected characteristics.

6.2 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

Parents are also expected to contact the Assistant/Deputy Head responsible for uniform if they want to request an amendment to the uniform policy in relation to:

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

Parents are expected to lodge any complaints or objections relating to the school uniform in a timely and reasonable manner via our Trust complaints policy (available from the college website).

6.3 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.

6.4 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 the Assistant Headteacher if the situation doesn't improve.

Ongoing breaches of our uniform policy will be dealt with by the assistant head responsible for Uniform management.

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

6.5 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.

7. What to do about incorrect uniform.

1. If a student cannot wear the correct uniform for any reason, the parent/carer must provide their child with a note on the first day explaining the problem and the date by which their child will be back in correct uniform. We expect a student to be back in the correct uniform within 5 days. During that time, students will borrow the correct uniform from the school to ensure that the correct uniform is worn at all times.
2. If a student has a genuine reason for being incorrectly dressed but was unable to bring a note from the parent, for example due to the parent leaving the house early, the student will borrow correct uniform from the school and the student must bring in a parents' note for the form tutor the next day to explain the non-compliance.
3. Any student not in the correct uniform should report to the reception straight away in the morning to borrow College uniform for the day.

4. If a student is wearing incorrect uniform and has no note from the parent with no genuine reason, the student will borrow uniform from the school and the student will be given a one-hour detention at the end of the day. Where a parent is unable to rectify the problem due to financial hardship, the College may be able to provide financial support.
5. A student who wears incorrect uniform 3 times without good reason, will spend a day in the Behaviour Hub.
6. Refusal to wear the correct uniform, including refusal to wear clean clothing lent by the College, will be treated as defiance and this may result in a fixed term exclusion.
7. Students with extreme hair styles may be required to spend an extended period of time in the Behaviour Hub until the problem is resolved.

8. Second hand uniform

8.1 We have a second-hand uniform service available to all parents/carers of students on roll at our college. You do not need to meet any criteria to use this service

- We have brand new and preloved uniform items available to students
- These items can be borrowed or kept if needed. We do not charge, but welcome voluntary cash donations
- We have all varieties of items and sizes including, trousers, skirts, shirts, jumpers, pe kits etc.
- Should you wish to utilise this service please contact the school.
- If you wish to donate any uniform to the college, please drop off at reception

9. Monitoring Arrangements

This policy will be reviewed at least every two years and shared with the local governing body for comment and approval.

Note about other equipment for school: (see website)

All students should be fully equipped for lessons and must always have the following items with them:

- Pens (at least two, black or blue ink)
- IPAD (charged)
- Pencils
- Ruler
- Eraser
- Sharpener
- Scientific calculator
- Glue stick
- Highlighters
- Maths equipment including a protractor, compass, set square