

# **VALENTINES HIGH SCHOOL**

## **UNIFORM POLICY**

**May 2018**



Last reviewed May 2018 for approval at the main Governing Body Meeting July 2018. To be reviewed next by May 2020.

## UNIFORM POLICY – Years 7 to 11

Pupils in Years 7 to 11 are required to wear full school uniform on the way to school, during the school day and on the way home from school. The "school day" is deemed to include detentions held after school.

### **1 Duties of Teachers Concerning Uniform**

FORM TUTORS should check that correct uniform is being worn at the start of the morning and afternoon sessions of the day. At the start of each lesson, SUBJECT TEACHERS should, after calling the register, check that correct uniform is being worn. This should include checking that coats, jackets (other than blazers) and any other non-uniform items worn over blouses or shirts have been removed. **SUCH CHECKS SHOULD BE MADE BY ALL TEACHERS AT THE START OF ALL LESSONS** (other than those for which specialist clothing is required); these should be brief and should be a normal and expected part of the start of lessons.

**THE MAINTENANCE OF A HIGH STANDARD OF SCHOOL UNIFORM IS THE RESPONSIBILITY OF EVERY MEMBER OF STAFF.** It is not a pleasing experience for any teacher to reprimand a pupil over a "uniform" offence only to be told by the pupil "Mr/Miss/Ms/Mrs X allows us to wear it". Members of staff who allow pupils to break school uniform regulations should be aware that they directly increase the difficulties that their colleagues face in enforcing the regulations. They should also be aware that they are going against the directions of the Headteacher and Governing Body.

### **2 Possible Problems Concerning School Uniform**

The uniform regulations are quite clear but some pupils may attempt to make an imaginative interpretation of the wording of the regulations concerning individual items of clothing or may seek to wear items that are not referred to. The following notes are intended to provide guidance in some such situations.

#### **(a) Colour and Design of Fabric**

Colours and designs of fabrics should be as stated in the uniform regulation, e.g. "plain" should not be interpreted as "patterned", or "navy blue" as "black"

#### **(b) Style of trousers**

Trousers should be classic cut and reasonably loose fitting not excessively tight or looking "sprayed on".

#### **(c) Coats and Jackets**

Outdoor coats should not have hoods, "hoodie" jackets are not allowed. Coats, jackets (other than blazers) or other articles of clothing must not be worn over school uniform in form time (including Assembly) and lesson time. Coats and jackets MAY be worn on the way to School but must be removed immediately on entering the School buildings.

Sweat shirts, tee shirts (other than school tee shirts on permitted occasions) and cardigans cannot be regarded as being "jackets" or "coats" and should not be worn in school at all. The same is true of pullovers in non-uniform colours.

No outer garment which bears a slogan, logo, initials or forms of words which is offensive, is allowed on the school premises.

All pupils in years 7 to 11 should wear school blazers with the school badge, white shirts and school ties plus black shoes. Outdoor coats should be plain and denim is banned. Trousers should be classic cut and not jeans style.

(d) **Pullovers**

Pullovers should be plain, navy blue, v-necked. They should not be patterned in any way, should not be in any other colour or shade than navy blue, and should not have any other neck than a v-neck. Cardigans, roll-neck pullovers, crew-necked pullovers, polo-necked pullovers (worn over blouses), sweat shirts, tee-shirts, etc., even if in navy blue, are not allowed.

School pullovers are "optional". However, no other pullover, sweat shirt, tee-shirt, etc., may be worn in lieu of a school pullover.

(e) **Shoes**

In form time (including Assembly), in all lessons other than those governed by specifically different requirements (e.g. PE) and in going between lessons, **all pupils should wear PLAIN BLACK low-heeled shoes with dark soles and black laces.** Black plimsolls are not an acceptable alternative.

In exceptional cases, alternative footwear might be allowed if the foot has been bandaged or plastered or a letter from a doctor can be shown. **Pupils breaking the footwear rule should be sent to the Student Reception Office where they will be issued with plain black plimsolls.**

In addition to normal footwear pupils should have a pair of trainers or plimsolls for use in indoor sports areas and a separate pair of trainers for use in outdoor sports areas; "outside" trainers should not be worn in "inside" sporting areas and *vice versa*.

(f) **Ties**

All pupils in years 7 to 11 should wear the House tie during the school day unless permission has been specifically given to remove them.

Ties should be worn with five thick green stripes below the knot that are clear to see.

Any boy or girl who is not wearing a tie for a good reason should have a note from a parent to explain this unless the loss of the tie has occurred during the school day. In the absence of the school tie, the shirt should be kept buttoned up to the top, as would have been the case had the tie been worn.

Staff should see that the tie is replaced as soon as possible. Ties can be purchased from the school shop. As a temporary measure, staff may lend a pupil a tie (of any design). Pupils should not be allowed to wear a non-uniform tie of their own, nor, in general, is it advisable to lend a pupil a school tie; in both such cases, a pupil may feel a lack of urgency in obtaining his/her own replacement school tie.

Parents should be contacted if there is any significant delay in the pupil wearing a school tie again.

Staff should be particularly vigilant of the possible loss of ties from younger to older pupils at certain times. Any such event should be acted on as with any other type of bullying.

(g) **Jewellery**

Jewellery (including earrings) should not be worn in school by pupils at any time during the school day. Pupils **may wear STUDS IN THEIR EARS BUT NOT "SLEEPERS"** or any other small earrings fulfilling the same function as studs. Only one allowed in each ear. Body piercing in other parts of the body (e.g. eyebrow, nose) is banned.

ANY PUPIL WHO IS FOUND TO BE WEARING AN ITEM OF JEWELLERY SHOULD BE ASKED TO REMOVE IT. THE PARTICULAR ITEM SHOULD BE CONFISCATED FROM THE PUPIL, PLACED IN AN ENVELOPE WITH DETAILS OF THE PUPIL'S NAME AND FORM AND GIVEN TO THE HEAD OF HOUSE FOR SAFE KEEPING. The Head of House should tell the pupil when the item will be returned ... for a "first" offence it might be appropriate to return the item some ten minutes after the end of school on the day of confiscation. For a repeated offence, the confiscated item should be retained by the Head of HOUSE until the end of the half-term session during which the item was confiscated. Please also see "Other Points" below. Where pupils say they cannot remove an item due to recent piercing for a number of weeks, this is an unacceptable position. The rule is clear and pupils should have considered this before having it done.

**It is not sufficient merely to "warn" a pupil as the pupil might have been warned by several different members of staff but still persisted in wearing the item.**

A PUPIL FOUND TO BE WEARING JEWELLERY IS BREAKING A SCHOOL RULE AND SHOULD RECEIVE AN APPROPRIATE PUNISHMENT (eg HOUSE DETENTION) AS WELL AS CONFISCATION OF THE ITEM.

(h) **Make-Up**

Make-up is not allowed and pupils found to be wearing it should be made to remove it and should be given a punishment.

(i) **Hair**

There are no "uniform" regulations covering length or style of hair. Hair should, however, be tidy, of reasonable appearance and of such a length that there is no risk of getting it caught. Pupils should not have patterns, LINES or logos shaved into their hair and it should not be of a colour which could be described as unnatural. HAIR SHOULD BE IN ONE COLOUR. In some practical lessons, long hair may have to be tied back for reasons of safety or hygiene. **Any clip used to fasten hair should be small and unobtrusive in colour and style. Any hair band should be dark blue or black.**

(j) **Religious Items**

**Jewellery is not allowed.** If a religious symbol is required, it should be small in size, of simple design and worn so it cannot be seen. Only exception to this is the kara (steel bangle) which may be worn by practising members of the sikh religion.

(k) **Hats & Gloves**

Hats and gloves are not part of the school uniform and SHOULD NOT BE WORN WITHIN THE SCHOOL BUILDINGS AT ANY TIME. They may be worn on the journey between home and school if the weather is wet.

Specific exceptions to this rule concern religious headwear. Certain items of religious headwear may be worn on school premises and within the school buildings if these are a requirement of the holy book of that religion. If this is satisfied, then three other conditions must be met:

- (i) the wearer is a practising member of that religion;

- (ii) the headwear is plain, unpatterned and either dark blue or black. Girls' headscarves should not have tassels, fringes or be fastened with brightly coloured clips. Clothing must be such that students can be facially identified as known Valentines students. The face must not be obscured in any way. This is for reasons of school security, in order to foster a sense of social cohesion and in order to discharge essential communication skills in education. In our view non-verbal communication, including facial expression, is a vital part of a young person's education if they are to take a full economic and social role in 21<sup>st</sup> century British society.
- (iii) the item cannot be confused with an item of "fashion" headwear

### **Other Points**

Any pupil claiming to have a good reason for not being in full correct uniform should carry a note from a parent/guardian explaining the reason.

Pupils should remove items that are not correct uniform unless, of course, their removal would inappropriately expose parts of the body; in such a situation, a pupil may be sent to the school office, the parent telephoned and the pupil sent home to change.

Any item confiscated by a member of staff becomes the responsibility of that member of staff. The item should be handed to the Head of House or locked securely away. In the case of a particularly valuable item the article should be locked in the school safe and, on return of the article, the pupil should be told not to bring it to school again. If any item is to be retained by a member of staff for longer than a school day, the pupil should be told the following:

- (i) the date, time and place of return;
- (ii) that the pupil should inform a parent / guardian of the confiscation;
- (iii) that the article may be returned to the pupil earlier than proposed if a parent/guardian writes a letter requesting this.

**All such confiscated items must, at some stage, be returned.**

Outside of school hours, pupils must wear their uniform in the greater community, in the same smart manner as it is worn whilst in school.

**Uniform infringements – 3 strikes policy** – Pupils are expected to wear the school uniform correctly. A system of three strikes operates to deal with uniform infringements.

On each uniform infringement a member of staff will enter a 'uniform strike' on the 'sanctions' page in the pupil booklet. On the third strike the pupil's name will be given to student reception and the pupil will be given a school detention.

If a pupil continues to receive further uniform strikes, the pupils will be warned by the member of leadership with responsibility of the pupil's house for deliberate defiance of school rules. After this warning any further infringement will result in an exclusion.

Any member of staff who is faced with refusal to obey an instruction concerning school uniform should react in the same way as if any other instruction had been refused; a reliable member of the class should be sent to the school office so that a senior member of staff can be called.

The above notes are provided to help staff in some possibly problematic situations concerning school uniform. The notes are not comprehensive and during any school year new questions may arise. Staff who are unsure of any issue not explained above should consult the Head of House or Assistant Head (Pastoral) for clarification.

## SCHOOL UNIFORM LIST

Outdoor Coats for both boys and girls should not have any logos or be denim, suede or leather. They should be of plain, dark colour and should not have hoods.

### **GIRLS**

#### Standard Uniform

Navy Blue Blazer with school badge. White shirt and school tie in House colours with shirt tucked in and all buttons done up. (Please delay buying the school tie until you know which House your child belongs to. Parents will find out their child's House on Parents' Evening 2<sup>nd</sup> July 2018). Plain navy blue skirt (knee length/on or just below the knee, no split skirts). OR

Plain navy blue trousers, classic cut.

Navy blue, black or white ankle socks, or navy blue or black knee-length socks *or* plain navy blue, black or natural coloured tights. (Patterned tights are not allowed).

Black shoes (low heel). Laces must be black and soles black or dark coloured.

1 Craft Apron for D&T.

#### Optional

Plain navy blue V-necked pullover. No cardigans or round neck jumpers are allowed

Tights and socks do not have to be worn in summer.

Where religious headwear is worn this should be plain black or dark blue and should not obscure school uniform or the face. If headband is worn, it should be plain navy blue or black.

#### Physical Education Kit

Plain white polo shirt (with school badge and initials printed on the front), plain black shorts\*, plain black jogging bottoms, plain black sweatshirt, white socks, clean indoor trainers, towel.

(\*For religious reasons girls may wear plain black jogging bottoms. Parents must write to the Head of Girls' PE to request this.)

### **BOYS**

#### Standard Uniform

Navy Blue Blazer with school badge. Plain dark grey or black trousers. Plain white shirt and school tie in House colours with shirt tucked in and all buttons done up. (Please delay buying the school tie until you know which House your child belongs to. Parents will find out their child's House and form on parents' Evening 2<sup>nd</sup> July 2018). Black shoes. Laces must be black and soles black or dark coloured.

Plain black or grey socks.

1 Craft Apron for DT.

#### Optional

Plain navy blue V-necked pullover. No cardigans or round neck jumpers are allowed.

Where religious headwear is worn this should be of a plain navy blue or black.

#### Physical Education Kit

Plain white polo shirt (with school badge and initials printed on the front), plain black shorts\*, white socks, clean indoor trainers, towel.

Black drill top (with initials printed on the front), white football socks, black shorts, black jogging bottoms, moulded football boots or astro turf trainers, (no screw in studs) shin pads, towel.

\*(For religious reasons, boys may wear plain black jogging bottoms. Parents must write to the Head of PE to request this.)

PLEASE NOTE: PUPILS WEARING CLOTHING WHICH IS NOT SCHOOL UNIFORM (IN THE ABSENCE OF A NOTE OF EXPLANATION FROM A PARENT/GUARDIAN) WILL BE ASKED TO REMOVE IT. A PARENT WILL BE ASKED TO BRING IN APPROPRIATE CLOTHING OR A PUPIL MAY BE SENT HOME TO CHANGE.

NO JEWELLERY OR MAKE-UP OF ANY KIND TO BE WORN IN SCHOOL.

BODY PIERCING IN ANY VISIBLE AREA OTHER THAN EARS, IS BANNED IN SCHOOL.

EARRINGS ARE BANNED FOR BOTH BOYS AND GIRLS. SMALL, PLAIN UNPATTERNED STUDS MAY BE WORN, ONE IN EACH EAR.

PUPILS SHOULD NOT HAVE PATTERNS OR SHAPES CUT INTO THEIR HAIR OR INTO THEIR EYEBROWS, NOR SHOULD THEY HAVE DYED BRIGHT HAIR COLOURING AND HAIR MUST BE OF A NATURAL COLOUR. TATTOOS SHOULD NOT BE WORN. IF A PUPIL HAS A PERMANENT TATTOO IT MUST BE COVERED IN SCHOOL TIME.

## VALENTINES HIGH SCHOOL

### SIXTH FORM DRESS CODE 2016/17

Students MUST be smartly dressed at all times, as they would be if working in a typical office environment. Sixth formers are role models for the rest of the school and as such need to be smartly presented at all times. Identity cards should be visible at all times.

#### Boys

- ◆ Matching trouser suit
- ◆ Shirt and tie
- ◆ Shoes

#### Girls

- ◆ Matching trouser/skirt/dress suit
- ◆ Collared shirt or blouse
- ◆ Shoes

Suit jackets/blazers must be worn at all times but may be removed in warm conditions during lessons.

Clothing must be such that students can be facially identified as known Valentines students.

All clothing should be suitable for an office environment and therefore items such as revealing clothing, short skirts and any casual wear are inappropriate.

Patterns or shapes cut into student's hair are not permitted.