



St Katherine's School

St Katherine's School Uniform and Equipment Policy

Policy Number SKP A029

Next Review: June 2018

Signed : _____
Headteacher

Dated :

Signed: _____
Chair of Governors

Dated :



**St Katherine's School Policy No.
SKP A029**

"Ready to Learn"

St Katherine's School Uniform and Equipment Policy Vision

Statement

St Katherine's School uniform is smart, suitable, comfortable, affordable, practical and purposeful, ensuring that all students are able to learn and work in an environment that promotes high expectations and reflects pride in the school.

1.0 Aims

1.1 Through our uniform policy we aim to:

- Set high standards of appearance;
- promote a sense of pride in our school;
- engender a feeling of community and belonging;
- enable students to feel smart, comfortable and equal;
- support teaching and learning;
- provide an efficient, good quality and value for money dress code;
- avoid extremes of fashion;
- ensure the health and safety of students;
- prepare students for a variety of working environments and life in the adult world.

1.2 The school uniform policy is fair and reasonable and fulfils the school's obligations under the Human Rights Act 1998 and the Equality Act 2010.

1.3 A smart uniform will promote the "ready to learn" ethic expected of all students at St Katherine's.

2.0 The Role of Parents/Carers

2.1 Parents/Carers have a duty to send their children to school correctly dressed and ready for daily school work. Parents/Carers must ensure their child has the correct uniform and that it is clean and in good repair.

3.0 The Role of the School

3.1 It is the responsibility of the Governors, Headteacher and staff to enforce the uniform as part of the day-to-day running of the school and to achieve consistency among students. Teachers can discipline students for breaching the school rules on appearance of uniform.

3.2 The school retains the right to act as the final authority in the interpretation of the dress code.

- 3.3 The form tutor will play an important role in monitoring uniform and helping to resolve any problems e.g. financial, and will be able to apply sanctions where appropriate. Form tutors will contact parents in the first instance to resolve any issues. When issues are not resolved, Heads of Year will become involved and a member of the Senior Leadership Team will work with families if issues are recurrent or remain unresolved.
- 3.4 A student may not attend lessons if clothing, hairstyle or personal appearance is inappropriate for school.
- 3.5 The Headteacher, or a person authorised by the Headteacher, may instruct a student to go home briefly to remedy a breach of the school rules on appearance or uniform. When making this decision the child's age will be taken into consideration.
- 3.6 For students in years 7-11, parents/carers will be contacted and the student only sent home during school hours if accompanied or with the permission of a parent.
- 3.7 Where students are sent home to change this is an authorised absence, not an exclusion.
- 3.8 If the student continues to breach uniform rules in such a way as to be sent home to avoid school, or takes longer than is strictly necessary to effect the change, the student's absence may be counted as unauthorised absence.
- 3.9 In either case the student's parents/carers must be notified and the absence recorded.
- 3.10 Breaches of uniform policy can lead to exclusion from school in line with legal requirements for exclusion.
- 3.11 Items of non-permitted clothing, jewellery or accessories will be confiscated and written parental permission sought to return the item the following day at the end of school.
- 3.12 A parent/carer having genuine difficulty providing items of school clothing should contact the Headteacher, in confidence, to establish whether financial support might be available.

4.0 Issues Arising from the Policy

- 4.1 Parents/Carers should raise any issues relating to school uniform, dress code or other aspects of appearance with the Deputy Headteacher (Inclusion).
- 4.2 In extreme weather conditions, local decisions may be made to alter compulsory elements of the school uniform.

5.0 KS3 and 4

- 5.1 All items of uniform should be clearly labelled with the student's name.

6.0 Clothing

6.1 KS3 +4 - Compulsory items

- Maroon blazer with school logo
- White, collared shirt which buttons up to the neck
- Maroon and silver tie done up to the top button
- Charcoal grey tailored trousers / or charcoal grey knee-length skirt (or longer)

6.2 Optional items

- Grey with maroon striped v-neck jumper with school logo
- Grey with maroon striped slipover with school logo

6.3 Plain white t-shirts (or vests) are permitted under the school shirt. Coloured t-shirts are **not** permitted to be worn under the school shirt

6.4 Socks / tights

- Grey or black socks must be worn
- Grey, black plain or skin tone tights are permitted. Other colours are not permitted

6.5 Footwear and belts

- **Plain** black, leather-style (polishable) flat school shoes should be worn without any branding, logos or embellishments.
- Trainers, open-toed shoes or boots are not permitted. Canvas or suede shoes are not permitted
- Plain black belts which fit through trouser loops may be worn

6.6 Head Scarf or Hijab

The wearing of a head scarf or hijab, in plain grey or burgundy (no patterns or multi-coloured), for religious reasons, is permitted. For reasons of identity and safeguarding, garments covering the face or whole body, for example the abaya and niqab are not permitted.

6.7 Non Permitted Items

- Skinny style, hipsters, or flared trousers are not permitted
- Lycra or 'figure hugging' skirts are not permitted
- Denim, canvas, corduroy, linen or similar materials are not permitted
- Jumpers without the school logo or in the style of St Katherine's uniform.

7.0 KS5

7.1 In keeping with a modern Sixth Form, our Post 16 students are permitted to wear their own choice of clothing in keeping with a smart, casual appearance. All tops worn must meet clothes worn on the lower body without any skin on show at the midriff.

The following are **not** permitted:

- Crop tops
- Vests
- Clothes which reveal underwear or reveal excessive amounts of skin
- Torn clothing
 - Shorts / skirts of an inappropriate length for a professional environment
 - Clothes with offensive words, logos, or images

- Extensive body piercing
- Extremes of fashion.

7.2 Throughout the year, there will be various opportunities for themed dress and students are actively encouraged to engage with these events to cement their role as active members of the sixth form.

7.3 On certain occasions, students may be asked to adopt a more formal attire (e.g. when volunteering at school events).

8.0 Hair Styles

8.1 Hair must be worn in a style appropriate for school. Heads must not be shaved, nor should there be any style which the school believes would undermine the ethos or discipline of the school i.e. markings cut into the hair, dyed hair or any extreme fashion which would create any undue interest in the student. The colouring, high or low lighting of hair in natural colours is acceptable – other colours are not permitted

8.2 Facial hair must be smartly trimmed and suitable for a school environment.

8.3 Shaving/markings cut into eyebrows are not permitted.

8.4 Caps and baseball hats are not permitted in school. These items will be confiscated and returned at the end of the next day following a note in the Student Planner from a parent/carer. Woollen hats are permitted in the winter months but must not be worn inside buildings. Sunhats / caps are permitted in the summer months but must not be worn inside buildings.

8.5 The school reserves the right to withdraw a student from lessons if his/her hair style is not appropriate for school.

9.0 Jewellery/piercings and Make up

9.1 Students are permitted to wear only one small stud per ear, one flat ring per hand, a single thin silver or gold metal necklace and a watch. No other jewellery is permitted. Any jewellery must be removed for PE.

9.2 Students who have new piercings that are permitted by school policy still need to remove these for PE lessons. If students are unable to remove new piercings for a period of time then they should speak with the Head of Faculty.

9.3 No piercings other than ears are allowed. Students are permitted to wear one pair of small ear studs (approximately 5mm in diameter) Only medical bracelets are permitted. It is not permitted to wear sunglasses in lessons.

9.4 Make up should be kept to minimum and barely visible. The use of false nails, coloured nail varnish or false eyelashes is not permitted. Students will be requested to remove such items. Visible body tattooing is not permitted.

9.5 Religious and cultural sensitively. As an inclusive school we accept there may be occasions where henna is used. Students will only be permitted where permission has been sought in advance. It is the parents' responsibility to ensure that the school has notice to be able to make a decision on the appropriateness of the request.

10. Outdoor Wear

10.1 Coats may be worn as ADDITIONAL items of clothing and not instead of the school blazer.

10.2 Outdoor coats must be predominately one colour and must not have large badges or logos. Coats must be plain in style and must not be made from denim, hoodie or (faux) leather material. Hooded sweatshirts, gilets, non-school sweatshirts or zipped-hoodie jackets do not promote the 'Ready to Learn' ethic and are therefore not permitted at St Katherine's School. If worn, these items will be confiscated.

11.0 PE

11.1 No jewellery or items of body piercing may be worn for PE. They must be removed. Taping is not an option and should not be done by a parent, child or adult in school.

11.2 Parents have a responsibility to ensure their children clearly understand that studs must be removed for PE; we advise they are left at home on these days.

11.3 Staff will give a verbal reminder to students to remove any visible or invisible items of body piercing.

11.4 A student who refuses to remove studs will not be allowed to participate in PE, will be given a lunchtime detention and a standard letter will be sent, by post, to his/her parent/carer. Should this happen on a further occasion the Head of Year will be informed and future action discussed.

11.5 Adults in school **will not** make checks for body piercing other than that which is normally visible.

11.6 Studs need to be stored **by the student**. A member of staff will not store them as this could present a health and safety risk.

11.8 Watches should also be removed for PE. These can be safely stored by a member of staff in the changing room office.

11.9 Even if a parent has sent a letter of absolution or an indemnity form to give their permission for jewellery to be worn this is not legal and the wearing of jewellery in PE will still not be allowed.

11.10 Any spectacles worn during PE lessons should be shatterproof.

11.11 Students who wear hearing aids may also need to wear these for PE in order to participate. If a student can participate in PE without wearing his / her spectacles or hearing aid then these will be safely stored by a member of staff.

11.12 If a student has to wear a medical bracelet, for health and safety reasons this should be either covered by a Velcro medical band or a sweatband and secured by adhesive tape during PE. If possible, the bracelet should be removed and handed to the member of staff in charge of the group (this will highlight that there is an issue with the student).

11.13 The PE kit at St. Katherine's has been designed to allow students to be involved in all sports activities currently taught within the PE curriculum while giving parents best value for money.

11.14 **Compulsory PE kit for all students**

- Black and red polo shirt with school badge
- Reversible rugby shirt (students participating in rugby only)
- Black and red skirt with school badge (students participating in netball and hockey only)
- Black shorts with school badge (students participating in rugby and football only)
- Hooped red, black and white football socks
- Training shoes (suitable for physical activity)
- Football boots
- Shin pads

11.15 **Optional PE kit for students**

- Grey hoodie with school badge (students participating in netball and hockey only)
- Black tracksuit trousers with school badge
- Gum shield (strongly recommend)

11.16 **PLEASE NOTE:**

- Students studying BTEC sport as an examination course in KS4 or KS5 (Years 10- 13) have the option to purchase, through the school, an alternative polo shirt and shorts. This kit is not compulsory but will give students on the courses a sense of identity when taking part in leadership activities. Students will be given a letter with more details on embarking their course.
- Optional items are intended as being in addition to the compulsory sportswear and not as an alternative to it.
- Long shorts are a safety hazard in the gym and are therefore not allowed.

12. EQUIPMENT

12.1 School Bag

EVERY student is required to have a school bag in excess of the size of an A4 pad of paper and large enough to carry their equipment of planners, books, kit and pencil case. Students are encouraged to use the St Katherine's School bags available from the uniform supplier.

Hand bags are not permitted.

12.2 **Lessons**

Students are required to bring daily to school a basic level of equipment in order to be ready to learn:

Pencil case

- Pen
- Pencil Ruler Rubber
- Sharpener
- Planner
- Calculator

12.2.1 Individual faculties will communicate clearly with students and their parents around other pieces of equipment that are needed for their subject.

12.2.2 Students will receive consequences in line with the school's behaviour policy for non-presentation of any of these items and regular checks will be made in lessons and tutor time.

12.3 **Mobile Devices**

12.3.1 It is accepted that some students may need to have a mobile telephone with them in school to enable contact with parents/carers outside of normal school hours. However, a mobile should only be used outside the school buildings when a genuine need arises, and only at break and lunchtime. It should not be used in a way that disrupts the normal working routines of the school day.

12.3.2 Mobile telephones must be silent during lesson times, tutor time and assembly to prevent any disruption to the academic day. This includes the use of mobile devices as calculators. Mobile devices are not an acceptable substitute for calculators and are never allowed in public examinations.

12.3.3 Students must never use their mobile device to make calls inside the school building.

12.3.4 Students may use their mobile telephone discretely outside the school building for essential calls at break and lunchtime.

12.3.5 Mobile telephones should not be used as a music player inside the building and/or during lessons.

12.3.6 Students are not permitted to walk around the site with headphones/earphones visible. Staff will instruct students to remove these and place them in their bag. If a student refuses to remove these as requested, the member of staff must complete a serious incident form.

12.3.7 If a mobile rings during a lesson or it is used inappropriately during the school day, teachers have been authorised to confiscate it.

12.3.8 If a mobile device rings/vibrates during a lesson or it is used inappropriately during the school day e.g. filming other students, members of staff have been authorised to confiscate it and pass it to Student Support. On the first occasion the mobile phone will be confiscated for one day. On the second occasion parents will have to collect this from Student Support.

12.3.9 If a student fails to handover their mobile phone to a member of staff when this is requested, the member of staff will refer this matter to a member of the SLT.

12.4 Persistent breaches of this policy may result in an extension to this confiscation or a

requirement for the parents of the student concerned to prevent their son or daughter bringing a mobile into school.

12.5 St Katherine's School does not accept responsibility for loss or damage to any valuables brought into school.

12.6 The following items are not permitted: tobacco products, matches, smoking materials, illegal drugs or substances, weapons. These items will be confiscated in line with our Drugs Policy.

12.7 Students should not bring fizzy/energy drinks, cans or glass bottles into school. These items will be confiscated and will not be returned to students.

13.1 **Confiscated Items**

13.2 Non permitted items brought into or used in school will be confiscated. Items that breach health and safety may be passed to the police in line with our Drugs Policy.

13.3 Valuable items will be kept in the school safe. These will be returned after 24 hours when written permission is received from parents/carers. For health and safety reasons mobile phones will be returned at the end of the school day.

14.0 **Policy Review**

The Governing Body of our school is responsible for ensuring the bi-annual review of this policy.