

# **St Katherine's School**



## **St Katherine's School Uniform and Equipment Policy**

**Policy Number SKP A029**

**Next Review: July 2020**

**Signed : Justin Humphreys  
Head of School**

**Dated : 11.07.19**

**Signed: William Harding  
Chair of Governors**

**Dated : 11.07.19**



## 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 pupils are able to learn and work in an environment that promotes high expectations and reflects pride in the school.**

##### 1.1 Aims

1.2 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 pupils 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 pupils;
- prepare pupils for a variety of working environments and life in the adult world.

1.3 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.

1.4 A smart uniform will promote the "ready to learn" ethic expected of all pupils 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 Governors to delegate to the Headteacher and staff the enforcement of the uniform policy as part of the day-to-day running of the school and to achieve consistency among pupils. Teachers can discipline pupils for breaching 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 House 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 pupil may not attend lessons if clothing, hairstyle or personal appearance is inappropriate for school.
- 3.5 The Headteacher, or a person authorised by the Head of School, may instruct a pupil 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 pupils in years 7-11, parents/carers will be contacted and the pupil only sent home during school hours if accompanied or with the permission of a parent/carer
- 3.7 Where pupils are sent home to change this is an authorised absence, not an exclusion.
- 3.8 If the pupil 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 pupil's absence may be counted as unauthorised absence.
- 3.9 In either case the pupil'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 only returned at the end of the school day
- 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 their Head of House
- 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 pupil'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
- Trousers must be charcoal grey and cover the whole leg including the ankle
- Skirts must be charcoal grey knee-length, straight A-line or pleated and of a suitable length for school

### 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 shoes should be worn without any branding, logos or embellishments.
- Trainers, open-toed shoes, platforms, sling backs, ankle boots, fabric shoes, boots, canvas or suede shoes are not permitted.
- If you are in any doubt please contact your child's Head of House.
- Plain black belts which fit through trouser loops may be worn

### 6.6 Headscarf or Hijab

The wearing of a headscarf or hijab, 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 pupils 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

- Excessive 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 pupils are actively encouraged to engage with these events to cement their role as active members of the sixth form.

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

## **8.0 Hairstyles**

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 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 pupil from lessons if his/her hair style is not appropriate for school.

## **9.0 Jewellery/piercings and Makeup**

9.1 pupils 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 pupils who have new piercings that are permitted by school policy still need to remove these for PE lessons. If pupils 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 (including plastic retainers). pupils 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. pupils 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. pupils 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 pupils to remove any visible or invisible items of body piercing. These will be confiscated and passed to the Student Support Office. Adults in school **will not** make checks for body piercing other than that which is normally visible.

11.4 A pupil who refuses to remove stud or other piercings will not be allowed to participate in PE and will be sent to the Ready to Learn room. Should this happen on a further occasion the Head of House will be informed and future action discussed.

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

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

11.7 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.

11.8 Any spectacles worn during PE lessons should be shatterproof.

11.9 Pupils 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.

11.10 If a pupil 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 pupil).

11.11 The PE kit at St. Katherine's has been designed to allow pupils to be involved in all sports activities currently taught within the PE curriculum while giving parents the

best value for money.

#### 11.12 **Compulsory PE kit for all pupils**

- Black and red polo shirt with school badge (male & female shirts available)
- Reversible rugby shirt (pupils participating in contact rugby only)
- Black and red skort with school badge OR black shorts with school badge
- Hooped red, black and white football socks
- Training shoes (suitable for physical activity)
- Studded rugby / football boots
- Shin pads

#### 11.13 **Optional PE kit for pupils**

- Black and red PE jumper
- Black tracksuit trousers with school badge
- Gum shield (strongly recommended)

#### 11.14 **PLEASE NOTE:**

- Pupils 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 pupils on the courses a sense of identity when taking part in leadership activities. Pupils 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 Pupil 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. Hand bags are not permitted.

## 12.2 **Lessons**

Pupils 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
- Reading book

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

12.2.2 Pupils 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.

## 13.1 **Valuables, non-permitted items and confiscation**

13.2 St Katherine's School does not accept responsibility for loss or damage to any valuables brought into school. Valuable items that are handed in will be kept in a safe and only returned at the end of the school day

13.3 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.

13.4 Pupils should not bring fizzy/energy drinks, cans or glass bottles into school. These items will be confiscated and will not be returned to pupils.

13.5 Non permitted items brought into or used in school will be confiscated and only returned at the end of the term. Items that breach health and safety will be destroyed or passed to the police.

## 14.0 **Policy Review**

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