

## **Uniform and Personal Appearance Policy**

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### **Summary**

The Governing body is responsible for decisions about school uniform. There is no legislation that deals specifically with the wearing of school uniform. However, the Governors of Woodham Academy have due regard for their responsibilities under the Sex Discrimination Act (1975), the Human Rights Act (1988), the Race Relations Act (1976) and Equal Opportunities legislation. The Governing body believes that an important element in a student's education is to learn how to dress appropriately, in different settings (fit for purpose). School uniform is an element in our efforts to promote a well ordered and purposeful environment for learning. School is a formal setting and a place for learning. In a school setting sensible uniform reduces health and safety risks. In a school setting students are expected to present themselves smartly for school with no extremes of fashion, hairstyle or make up. Uniform helps all students to promote the school to its best advantage. Uniform encourages students to take pride in belonging to the Academy community. Uniform should reduce the ease with which judgements are made about a student's socio-economic/home background and hence plays a role in promoting equality of opportunity.

<b>Date first adopted:</b>	June 2012
<b>Review date:</b>	Bi-Annually
<b>Last Reviewed:</b>	October 2017

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## 1. Rationale and aims of the policy:

The wearing of uniform plays a valuable role in contributing to the ethos of the school and in setting the tone for our work with students. We aim to ensure that our uniform policy is fair and reasonable and that our uniform is affordable and sustainable. We do not wish our uniform to act as a barrier to parents when choosing our school as the most suitable educational provider for their children.

At Woodham our aim is to have a uniform that will:

- instil student and community pride in Woodham Academy
- support positive behaviour and discipline
- encourage identity with, and support for, the school ethos
- ensure students of all races and backgrounds feel welcome, developing a sense of belonging
- support effective teaching and learning
- protect young people from external pressure to wear clothing they would not otherwise choose to adopt, protecting them from harassment, and from having to adopt dress codes associated with extreme or anti-social elements in the wider community
- promote a strong, cohesive, school identity that supports very high standards and a sense of identity among students: if some children look very different to their peers, this can inhibit integration, equality and cohesion
- promote harmony between different groups represented in the school.

Our rationale and policy for the uniform is clear and is publicised on the school website, in school expectations, and in our prospectus. Expectations about the wearing of uniform are included in the home/Academy agreement.

Students and parents/carers will receive information that makes them aware of our high expectations in relation to all aspects of school uniform and personal appearance.

## 2. Uniform from September 2012

### All years:

- Grey suit jacket with embroidered school logo (separate fit for male and female) to be worn at all times
- Tie:
  - Years 7 to 9 – Green and black/gold striped 'clip on' on full tie
  - Years 10 to 11 – Black and green/gold striped tie
- White shirt.
- Black **formal** school trousers or skirt. Formal means not skin tight or of a tight fitting material.
- The skirt should be straight, knee length, and must be purchased from the suppliers. No other skirts will be allowed.
- Black **leather formal or similar polishable** shoes (not trainer-style shoes, boots or plimsolls.)

- Boots may be worn in adverse weather conditions with trousers only (**trousers must be worn outside of the boots**).
- Plain black belt, no more than 3cm wide, with a plain buckle, if required.
- In cold weather students can wear a plain white t-shirt, underneath their school shirt for extra warmth, however this should not be visible. Or a grey jumper with the Woodham Academy logo purchased from the school suppliers.
- School bag to carry all equipment needed for the day. Fashion handbags are not acceptable at any time.
- A dark coloured coat can be worn over the suit jacket to and from the school, but must be removed inside school buildings.
- No jumpers, cardigans or hoodies should be worn at any time, even as an alternative to a coat.

### 3. PE Kit

#### Boys

- Black Nylon Football Shorts
- Green/White Football Jersey
- Green Football Socks
- Green/Hoody (College Logo) optional
- Football Boots & Shin Pads (recommended)
- Indoor footwear
- Swimming Shorts
- Towel

#### Girls

- Black Nylon Football Shorts
- White Trutex Polo Shirt
- Indoor and Outdoor footwear
- Green/Hoody (College Logo) optional
- Swimming costume
- Towel

All items of clothing including P.E. kit should be marked with the student's name. Money or other valuables should never be left in bags or coats, but should be carried in the pocket or a purse. Pupils should not bring large sums of money or valuable items like MP3 players to school. If there is no alternative they should hand them to a member of staff for safe keeping.

### 4. Personal Appearance:

We are always conscious of health and safety risks both to the owner and others in the wearing of jewellery. Therefore the only jewellery allowed is:

- One small set of gold or silver studs to be worn in the ear lobe only (nose, eyebrow, belly button or tongue studs are not allowed)
- Wrist watch

Piercings to the face or body, are not allowed.

**Make-up**, not allowed at all for years 7-9, in year 10 and 11 if worn at all, should be discreetly used and not be excessive. No eyeshadow, no blusher, no lipstick, nothing other than subtle foundation and discreet mascara. Nail varnish, nail decoration and false nails are not allowed.

**Hair styles** should be practical, clean and suitable for a working environment. In this school, hairstyles representing various cults (e.g. punk or mohican), or hair shaved in bands, stripes, initials or dyed in unnatural colours are unacceptable. Eyebrows shaved in stripes are also unacceptable. No style that could be deemed extreme, such as a shaven/partially shaven head. If in any doubt please check with the school first.

**Large fashion hair accessories** are not permitted, including flowers and hair bands that are purely there for fashion.

**Large fashion belts** or belts of a different colour to the trousers or skirt are not permitted.

**Baseball caps** and fashion scarves are not to be worn in or around the school.

**Fashion bracelets** must not be worn at any time.

All items of jewellery should be removed for P.E. and on request in certain other practical lessons in the interests of safety.

## 5. Individual Needs

There is scope within the policy to consider requests to vary the uniform policy in the following circumstances:

- to meet the needs of any individual student to accommodate their religion or belief
- to meet the needs of an individual student because of temporary or permanent medical conditions.

## 6. Uniform Suppliers

The grey suit jacket, tie and optional skirt must be purchased from the official school supplier.

- Sportswear International Ltd  
Tel: 0845 519 0099  
Email: [sales@swi.co.uk](mailto:sales@swi.co.uk)  
Website: [swi.co.uk](http://swi.co.uk)

Uniform order forms can be obtained at the school reception or by downloading them from the school website [www.woodham.org.uk](http://www.woodham.org.uk)

Other items of uniform can be purchased from any retailer.

## 7. Monitoring of Uniform

It is essential that every member of staff enforces our uniform rules rigorously. If students notice that different standards operate in different classrooms, they will, quite naturally, exploit the differences and try to circumvent the rules.

**All students will wear the uniform everyday as expected.** All staff will be responsible for ensuring high standards of uniform are maintained. Failure to comply with the uniform policy is likely to result in internal isolation or, after contacting their parent/carer, the student will be asked to go home and change. The latter does not count as exclusion. Repetition of non-compliance with the uniform policy will be seen as a serious breach of the behaviour policy.

If you are unable to send your child to the school in full uniform:

- Send your child to school in clothing as close to school dress as possible.
- Write a note for your child explaining the problem and asking permission for him/her to wear a non-school dress item.
- Every effort must be made to ensure that your child returns in school uniform as soon as possible.

Your child should show this note to their Tutor or their Behaviour and Welfare Support Worker as early as possible. If there is a longer-term problem, make an appointment to discuss the situation with the Behaviour and Welfare Support Worker or Director of Student Support.

The Head teacher will determine if an item of clothing, jewellery, shoes or a hairstyle/colour etc. complies with the school policy.

## **8. Staff Responsibilities**

### **Tutors**

- Praise students who look smart and encourage all members of the tutor group to take a pride in their appearance. Carry out uniform checks as instructed.
- Check that any student not in full uniform has a note signed by their parent asking permission to wear non-uniform item(s) in an emergency.
- Countersign the note.
- Refer any problems to the Behaviour and Welfare Support Worker before they become persistent.
- Send any student who arrives without school uniform or without a note from their parent to the Behaviour and Welfare Support Worker immediately if you do not have time to contact home.
- Ensure that students remove all items of non uniform and outdoor jackets before school begins and students leave line up wearing full uniform and looking smart.

### **Heads of Learning**

- Monitor and check uniform on a regular basis.
- Ensure Behaviour and Welfare Support Worker contacts parents to resolve any difficulties.
- Arrange for any student who arrives without school uniform to work alone or, in extreme cases, contact the Director of Student Support with a view to sending the student home to change.

### **Subject Teachers**

- Check uniform routinely at the start of a lesson.
- Ensure that students remove all items of non uniform and outdoor jackets before lessons begin and that students leave the lesson wearing full uniform and looking smart.
- Use SIMs to alert Behaviour and Welfare Support Worker and Learning Managers of any issues.

### **Student Support**

- Loan items of uniform to students for a day (where available).
- Contact home to inform parents of any uniform issues

### **Leadership Group**

- Monitor and check uniform on a regular basis.
- Support staff in enforcing the school uniform.
- Invite parents to come to school to discuss and resolve uniform problems.
- In extreme cases, arrange for a student not wearing uniform to be sent home to change.

## **9. Monitoring of the policy**

This policy will be reviewed annually alongside all of the other Woodham Academy policies.

## **10. Special Considerations**

- Items of clothing / personal appearance linked to religious beliefs will be discussed on an individual basis with the Director of Student Support. Examples include Islamic headdress and kippahs. This section should be read in conjunction with the Equality Policy.