



ST. ALBAN'S
Catholic Primary School

St. Alban's Catholic Primary School

School Uniform Policy

Date: 21st September 2022

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Statement of intent

St Alban's Catholic Primary School is committed to promoting equality and value for money, and to ensuring that no pupil is discriminated against due to their religion or belief, economic circumstances or social and cultural background – this policy contains provisions to meet these objectives.

This policy has been created with health and safety, value for money and practicality at its heart. It has been designed to ensure pupils wear clothing conducive to a successful learning environment.

It is important that our pupils feel a sense of belonging and community through a smart and practical uniform. We believe a uniform allows all pupils, regardless of background, to feel equal to their peers and confident in their appearance. We also believe it is important for activities to be facilitated by specialised and appropriate clothing such as sports-specific attire.

1. Legal framework

1.1. This policy has due regard to all relevant legislation including, but not limited to, the following:

- Education and Inspections Act 2006
- Education Act 2011
- Human Rights Act 1998
- Equality Act 2010
- The General Data Protection Regulation
- Data Protection Act 2018

1.2. This policy has due regard to all relevant guidance including, but not limited to, the following:

- DfE (2014) 'School Admissions Code'
- DfE (2013) 'School uniform'

1.3. This policy operates in conjunction with the following school policies:

- Complaints Procedures Policy
- Behavioural Policy

2. Roles and responsibilities

2.1. The governing board is responsible for:

- Establishing, in consultation with the headteacher and school community, a practical and smart school uniform that accurately reflects the school's vision and values.
- Ensuring that equal opportunities are considered regarding the school's uniform and that no person is discriminated against.
- Listening to the opinions and wishes of parents, pupils and the wider school community regarding changes to the school's uniform.
- Ensuring that the school's uniform is accessible and affordable.
- Processing and approving all eligible School Uniform Assistance Application Forms.

2.2. The headteacher is responsible for:

- Enforcing the school's uniform on a day-to-day basis.
- Ensuring that teachers understand this policy and what to do if a pupil is in breach of the policy.

- Listening to the opinions and wishes of the school community in regard to the school's uniform and making appropriate recommendations to the governing board.
- Providing pupils with an exemption letter as appropriate, e.g. for a pupil who has a broken arm and requires a loose-fitting top.

2.3. Teachers are responsible for:

- Ensuring that pupils dress in accordance with this policy at all times.
- Disciplining pupils who are in breach of this policy.
- Ensuring that pupils understand why having a consistent and practical school uniform is important, e.g. school identity.

2.4. Parents are responsible for:

- Providing their children with the correct school uniform as detailed in this policy.
- Informing the headteacher if their child requires a more relaxed uniform policy for a period of time, including why.
- Ensuring that their child's uniform is clean, presentable and the correct size.

2.5. Pupils are responsible for:

- Wearing the correct uniform at all times, unless the headteacher has granted an exemption.
- Looking after their uniform as appropriate.
- Understanding and respecting why a school uniform is important to the school, e.g. school identity and community.

3. Cost and availability

- 3.1. In accordance with the School Admissions Policy, the school ensures that the school's uniform policy does not discourage parents from applying for a place for their child.
- 3.2. The school is committed to meeting the DfE's recommendations on costs and value for money. Every care is taken to ensure that our uniforms are affordable for all current and prospective pupils, and that the best value for money is secured through reputable suppliers.
- 3.3. The school works with multiple suppliers to obtain the best value for money possible. Any savings negotiated are passed to parents where possible.
- 3.4. The school does not enter into exclusive single supplier contracts or cash-back arrangements.

- 3.5. The school does not amend uniform requirements regularly and takes the views of parents and pupils into account when considering changes to school uniforms.
- 3.6. Where wholesale changes are required, the school ensures that assistance is provided to parents struggling to meet the associated costs.

4. Religious clothing

- 4.1. Some religions and beliefs require their members to conform to a specific dress code. The school does not discriminate against any religion or belief; however, the school weighs the needs and rights of individual pupils against the cohesion and health and safety concerns of the entire school community.
- 4.2. The school endeavours to allow religious requirements to be met where possible.
- 4.3. Parents' concerns and requests regarding religious clothing are dealt with on a case-by-case basis by the headteacher and governing board, and always in accordance with the school's Complaints Procedures Policy.

5. Equality

- 5.1. The school is required to ensure that this policy does not discriminate unlawfully.
- 5.2. Every step has been taken to ensure that the cost of girls' and boys' uniforms are not disproportionate.
- 5.3. The school endeavours to ensure that our uniform is as gender neutral and inclusive as possible.

6. Complaints and challenges

- 6.1. The school endeavours to resolve all uniform complaints and challenges locally and informally, in accordance with the school's Complaints Procedures Policy.
- 6.2. To make a complaint, parents should refer to the Complaints Procedures Policy and follow the stipulations outlined.
- 6.3. When a complaint is received, the school works with parents to arrive at a mutually acceptable outcome.
- 6.4. Governors are willing to consider reasonable requests for flexibility to allow a pupil to accommodate particular social and cultural circumstances.
- 6.5. Our school uniform supplier accepts school uniform assistance vouchers.

7. Uniform assistance

- 7.1. The school supports vulnerable families in meeting the costs of uniforms.

- 7.2. School uniform assistance is provided via a voucher worth **£26** that can be spent on school clothing.
- 7.3. To claim school uniform assistance, parents should be eligible for **FSM**.
- 7.4. Families who meet the criteria should complete the School Uniform Assistance Application Form at the end of this policy and return it to the school office.
- 7.5. The budget for the school uniform assistance scheme comes from pupil premium funds.
- 7.6. Eligibility is determined by checking original documents from the relevant authority, detailing receipt of the benefit and the address of the pupil.

8. Non-compliance

- 8.1. Teachers are permitted to discipline pupils for breaching this policy, in accordance with the school's Behavioural Policy.
- 8.2. The headteacher, or a person authorised by the headteacher, is permitted to ask a pupil to briefly go home to remedy breaches to the school's uniform.
- 8.3. When deciding whether to allow a pupil to return home, the school considers the pupil's age and vulnerability, the length of time it will take, and the availability of the pupil's parents.
- 8.4. Where a pupil has been sent home to rectify uniform breaches, the absence is recorded as 'authorised'.
- 8.5. If a pupil repeatedly breaches uniform rules, or takes longer than necessary to rectify the absence, the absence is counted as 'unauthorised'.
- 8.6. Parents will be notified in all cases.

9. School colours

- 9.1. Our school colours are as follows:

- Purple
- Grey
- Black

10. The uniform

- 10.1. The boys' uniform is as follows:

- School sweatshirt with school logo
- White shirt
- School purple tie
- School fleece with logo

- School book bag with school logo
- Grey or charcoal (dark grey) trousers
- Black shoes
- Grey or white socks

10.2. Trainers are not considered suitable footwear.

10.3. The girls' uniform is as follows:

- School sweatshirt with school logo or school cardigan with school logo
- White shirt
- School purple tie
- School fleece with logo
- School book bag with logo
- Grey or charcoal trousers, or grey skirt
- Black shoes
- Grey or white socks
- Purple pinafore gingham dress (can be bought from large supermarkets).

10.4. Pupils who are wearing skirts must also wear black/purple tights during the cold months.

10.5. High heels are not permitted.

10.6. Sensible plain black shoes must be worn by both boys and girls.

10.7. Skirts must be knee-length.

10.8. Black jeans are not permitted.

10.9. PE kits are as follows:

- School purple T-shirt with school logo
- Black shorts
- School P.E. bag with school logo
- Suitable trainers

10.10. Parents are responsible for ensuring their child brings their PE kit to school when needed.

10.11. Children are encouraged to wear hats and gloves during cold months.

10.12. Children are allowed to wear sunglasses with UV to protect their eyes from the sun.

11. Jewellery

- 11.1. Children are permitted to wear small, silver or gold stud earrings. No other jewellery may be worn at school.

12. School bag

- 12.1. Reception, Years 1 – 5 pupils must use the school book bag with school logo.
- 12.2. School bags featuring inappropriate images, slogans or phrases are not permitted.
- 12.3. The school encourages pupils to bring non-valuable bags to school. The school will not be liable for lost or damaged school bags.

13. Hairstyles

- 13.1. The school reserves the right to make a judgement on the suitability of pupils' hair and appearance.
- 13.2. Extreme hairstyles, such as mohawks and patterned or brightly coloured hair, are unacceptable.
- 13.3. Pupils with what could be deemed extreme hairstyles may be exempt from the rule above on racial or religious grounds, taking into consideration each individual pupil's scenario.
- 13.4. Pupils with long hair must ensure that this does not impede their vision, cover their face or provide a health and safety risk.
- 13.5. Long hair must be tied up during practical lessons, e.g. during PE.
- 13.6. Bandana style headbands and flowers/bows or excessive hair accessories are not to be worn; however, plain hair clips or bands are acceptable.

14. Make-up

- 14.1. False nails and nail extensions are not permitted.
- 14.2. No pupil is allowed to wear make-up.
- 14.3. Pupils wearing make-up are required to remove it or, if appropriate, will be sent home to remove it.

15. Adverse weather

- 15.1. Everyone working at/attending the school during hot weather conditions is required to wear sun-safe clothing that covers as much of their skin as possible.
- 15.2. This includes wearing:

- Loose fitting shirts and dresses with sleeves and collars or covered necklines.
 - Over the knee skirts, shorts or trousers.
 - Tops that cover the shoulder area.
- 15.3. During hot weather, lightweight clothing is required to reduce the risk of overheating. Pupils are advised not to wear their jumpers during heatwaves.
- 15.4. If outside during break times, pupils not wearing sun-safe clothing are advised to stay in an area protected from the sun, or spare clothing is provided.
- 15.5. Pupils are encouraged to wear sunglasses with UV protection.
- 15.6. During cold weather, pupils are required to wear scarfs, gloves, coats and hats when they are outside.
- 15.7. Pupils are permitted to wear long jogging bottoms and school jumpers or fleeces during PE in cold weather.

16. Labelling

- 16.1. All pupils' clothing and footwear is clearly labelled with their name.
- 16.2. Any lost clothing is be taken to the lost property box in the school office. All lost property is retained for one week and is disposed of if it is not collected within this time.

17. Monitoring and review

- 17.1. This policy is reviewed every two years by the chair of governors and the headteacher.
- 17.2. The scheduled review date for this policy is September 2023.

School Uniform Assistance Application Form

Children who attend St Alban's Catholic Primary School are eligible for school uniform assistance if they receive FSM.

This scheme is open to children in Years 1-6. The allowance is for buying suitable school wear and is paid once a year.

Part 1: Details of parent

Your full name:	
Title:	
Gender:	
Date of birth:	
National insurance number:	
Address:	
Postcode:	
Mobile no.:	
Landline no.:	
Email address:	

By supplying us with a phone number or email, you agree to being contacted to let you know if you are eligible.

Part 2: Details of each dependent child you are applying for

Surname	Other names	Date of birth

Please read this declaration before you sign it

- This is my claim for school uniform assistance.
- I declare I am the parent of the child/children that I am applying for.
- I declare that all the information I have given is correct and complete to the best of my knowledge.
 - I have enclosed original documentation to prove that I am in receipt of one of the following benefits:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)
- I am aware that I have a duty to notify the school in writing immediately of any changes in my circumstances which might affect my entitlement to school clothing assistance.
- I understand that information taken from this form will be stored electronically on the school's computers. The school is permitted to do this under the GDPR and Data Protection Act 2018. A copy of the school's registration is held for inspection.

Please return this completed form to the school office.

Your signature: _____ Date: _____

What happens next?

If you apply for school uniform assistance and qualify, a voucher will be sent to you for each of your children. If you do not qualify for the payment, we will let you know by letter and phone and explain why.