

# SCHOOL UNIFORM POLICY



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## **1. Statement of Intent**

St John's Catholic School & Sixth Form College believes that a consistent school uniform policy is vital to promote the ethos of the school and provide a sense of belonging and identity for all students, regardless of their protected characteristics or socio-economic circumstances.

This policy lays out the measures the school has taken to ensure a consistent, fair and inclusive uniform policy, and to implement a uniform that reflects the needs of all students, and is affordable and the best value for money for the school and students' families.

We believe that students learn most effectively and achieve their best outcomes when they are comfortable, able to be themselves, and dressed in such a way that sets an appropriate tone for education.

## 2. Legal Framework

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 UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018

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

- DfE (2021) 'Cost of school uniforms'
- DfE (2021) 'School Admissions Code'
- DfE (2021) 'School uniforms'

This policy operates in conjunction with the following school policies:

- Complaints Procedures Policy
- Behaviour Policy

## 3. Roles and Responsibilities

The Local Governing Committee is responsible for:

- Establishing, in consultation with the headteacher and school community a school uniform that accurately reflects the school's vision and values.
- Ensuring that the school's uniform is accessible and inclusive, and does not disadvantage any student by virtue of their protected characteristics or socio-economic status.
- Ensuring that the school's uniform is accessible and affordable.
- Demonstrating how best value for money has been achieved in the uniform policy.
- Ensuring compliance with the DfE's '[Cost of school uniforms](#)' guidance.

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 student 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.

Staff members are responsible for:

- Ensuring that students dress in accordance with this policy at all times.
- Disciplining students who are in breach of this policy.

- Ensuring that students understand why having a consistent and practical school uniform is important, e.g. school identity.

Parents/carers 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 and presentable.

Students are responsible for:

- Wearing the correct uniform at all times, unless an exemption has been granted.

#### **4. Cost Principles**

The school is committed to ensuring that its school uniform is affordable and accessible to all students, and does not place an unreasonable financial burden on parents/carers.

In accordance with the 'School Admissions Code', the headteacher will ensure that the school's uniform policy does not discourage parents from applying for a place for their child.

The school will assess the overall cost implications of its uniform policy regularly, including prior to making any changes to the school uniform.

The school will evaluate the cost of its uniform based on the overall collection of uniform items that parents would need to purchase for a student, rather than on the cost effectiveness of individual items; this will include consideration of the fact that parents/carers will need to purchase multiples of certain items, e.g. shirts and socks, to ensure their child can come to school in clean uniform every day.

The school keeps variations in school uniform for different groups of students, e.g. year group-specific ties, to a minimum where possible to ensure that students can get the most wear out of their uniform possible and that parents/carers can pass some items down to younger siblings.

The school keeps branded uniform items to a minimal level that is reasonable for all members of the school community. The school defines a branded uniform item as any item of clothing that cannot be purchased at a range of retailers, including by virtue of logos, colours, design and fabrics. Where the school decides to require an item of branded clothing, it will conduct an assessment to ensure prices are kept as low as possible, e.g. by offering sew- or iron-on logo badges for jumpers that can be bought at retailers instead of requiring special branded jumpers.

The school works with multiple suppliers to obtain the best value for money possible. Any savings negotiated are passed to parents/carers where possible and does not enter into exclusive single supplier contracts or cash-back arrangements. More information on supplier processes can be found in the 'School uniform supplier' section of this policy.

The school will not amend uniform requirements regularly and will take the views of parents, carers and students into account when considering any changes to school uniforms.

## **5. Equality Principles**

The school takes its legal obligation to avoid discriminating against any protected characteristic unlawfully seriously, and aims to ensure that the uniform policy is as inclusive as possible.

The school will work to ensure that school uniform's cost does not disproportionately affect any students by ensuring that uniforms for all genders are as equal in price as possible and by adhering to the cost principles detailed in **Section 3**.

The school implements a gender-neutral uniform, meaning that students are not required to wear specific items based on their gender, and may wear any of the uniform items listed in the 'School uniform' section of this policy regardless of the legal sex recorded on the school's records.

The school ensures that students who are required to follow certain dress requirements, e.g. by virtue of their membership of a particular religious or cultural group, are afforded flexibility to allow them to wear a uniform that adheres to their requirements as far as possible. The school endeavours to meet all requests for amendments to the uniform for these purposes; however, will ensure that the needs and rights of individual students are weighed against any health and safety concerns for the entire school community.

Parents/cares' concerns and requests regarding religious clothing are dealt with on a case-by-case basis by the headteacher.

The school ensures that the needs of students with SEND and/or sensory difficulties are considered in the uniform policy, e.g. ensuring soft, stretchy fabrics and avoiding intricate buttons or hard seams; however, where the needs of these students cannot be met in the standard uniform policy, individual adaptations to the uniform will be considered and maybe permitted where possible.

## **6. Complaints and Challenges**

The school endeavours to resolve all uniform complaints informally, in accordance with the Trust's Complaints Policy.

## **7. School Uniform Suppliers**

Our current school uniform supplier is:

Elizabeths Embroidery  
8-10 Richardson Road, Stockton on Tees, TS18 3LJ

Tel: 01642 674973  
[help@elizabethsembroidery.com](mailto:help@elizabethsembroidery.com)

In preparation for September 2022, a second supplier is also available:

Cre8ive Graphics Ltd  
12 Peel Street,  
Bishop Auckland  
County Durham  
DL14 7LF

The Local Governing Committee will ensure that a written contract is in place with the supplier for branded items.

The school will retender the uniform contract every three years, whether changes to the uniform are made or not, in line with the Trust's Finance Policy. The headteacher will work to ensure that the items are procured as cheaply as possible without compromising on the quality, e.g. by requesting standard-style items from the supplier rather than more intricate and unique designs.

The school does not sign contracts with suppliers before requesting visualisations of proposed uniform, as well as fabric samples.

## **8. Uniform Assistance**

The school supports vulnerable families in meeting the costs of uniforms. To claim school uniform assistance, parents/carers should be eligible for free school meals. For students joining us in year 7, the school will contact Free School Meal families to discuss whether or not they need assistance in purchasing the uniform. The budget for the school uniform assistance scheme will come from pupil premium funds. Families who meet the criteria will be asked to complete the **School Uniform Assistance Application Form** (see **Appendix 1**).

For other families who are struggling to purchase the uniform, contact can be made with the Head of Year for support.

In addition, the school will hold a "pre-loved school uniform shop" for parents to access. Parents/carers are invited to donate their child's uniform when they no longer need it. Parents/carers can donate and access pre-loved uniform during the Summer holidays (times to be confirmed) or make an arrangement with the Head of Year to visit at an appropriate time.

## **9. Non-compliance**

Staff members are permitted to discipline students for breaching this policy, in accordance with the school's Behaviour Policy.

The headteacher, or a person authorised by the headteacher, is permitted to ask a student to briefly go home to remedy breaches to the school's uniform. When deciding whether to allow a student to

return home, the school considers the student's age and vulnerability, the length of time it will take, and the availability of the student's parents/carers.

Where a student has been sent home to rectify uniform breaches, the absence is recorded as 'authorised'. If a student repeatedly breaches uniform rules, or takes longer than necessary to rectify the absence, the absence is counted as 'unauthorised'. Parents/carers will be notified in all cases.

## 10. School Uniform

The school uniform for Years 7 – 11 students is as follows:

- All students in Years 7–11 wear maroon blazers and a tie with the St John's badge on. Each year group has a specific colour stripe on their tie and this remains their coloured tie for 5 years.
- No outdoor coats, scarves, hats or hoodies are worn in the building (these can be stored in lockers or bags).
- Black trousers are straight leg. Leggings, skinny trousers, jeans or chinos are not permitted.
- If students choose to wear skirts instead of trousers, these should be of an acceptable length - no more than two inches above the knee.
- Smart black dress shoes should be worn. Trainers or plimsolls are not allowed.
- Students, who are wearing skirts, must also wear plain black opaque tights

Main School Uniform				
Item	Optional or Requirement	Elizabeths Embroidery	Cre8ive Graphics	Local supermarkets, clothes or sports shops
School blazer with St John's logo	Requirement	28" – 36" £26.50 38" – 48" £31.80	22" - 37" £29.90 38" - 60" £31.50+VAT	Not available
School tie with St John's logo  Colour stripe links to a specific year for 5 years	Requirement	£6.00	£6.00	Not available
Black straight leg trousers (no jeans, leggings, chinos or skinny fit)  <b>OR</b>	Requirement	Age 11 – 13 £13.50  25" – 28" £16.50 29" – 36" £19.96  Age 11 – 12	Not available	Available



Black drop waist pleated skirt		£13.00 22" – 26" £17.95 28" – 40" £21.60		
White, plain shirt (not fitted)	Requirement	Twin Pack from £13.50	Not available	Available
Smart black dress shoes	Requirement	Not available	Not available	Available
V neck black tank top/jumper with St John's logo	Optional	From £15.00	Not available	Not available
V neck black tank top/jumper with no logos	Optional	From £15.00	Not available	Available
<b>PE KIT</b>				
<b>Item</b>	<b>Optional or Requirement</b>	<b>Elizabeths Embroidery</b>	<b>Cre8ive Graphics</b>	<b>Local supermarkets, clothes or sports shops</b>
Maroon polo shirt with St John's logo <b>OR</b> Maroon t-shirt with St John's logo	Requirement	Age 9 – 13 £8.50 S – XXXL £10.50  Age 9 – 13 £6.50 S – XXL £8.50		Not available
Black shadow stripe shorts - no logo	Requirement	22" – 28" £4.50 30" – 40" £5.40	18" – 32" £3.95 34" – 40" £5.00	Available
Maroon sports socks – no logo	Requirement	S – M £5.00 L – XL £6.00	M (1-5) £3.50 L (6-11) £4.50	Available
3G footwear (astro turf boots / plastic moulded studs)	Requirement	Not available	Not available	Available
Shin pads	Requirement	Not available	Not available	Available
Swimming	Requirement	Not available	Not available	Available

costume, towel and goggles				
Plain black hoodie with St John's logo	Optional	Age 9 – 13 £13.50 S – XXL £16.50	XS – XXL £14.50	Not available
Plain black hoodie – no logo	Optional	Age 9 – 13 £13.50 S – XXL £16.50	XS – XXL £14.50	Available
<b>Accessories</b>				
Transparent pencil case with relevant equipment (Scientific Calculator, 2 black pens, 2 pencils, Rubber, Pencil sharpener, 30cm ruler, 360 protractor, Compass (with pencil), 3 highlighters, Whiteboard pen, Whiteboard rubber, Glue stick)	Requirement			Available  Pencil case with all the relevant equipment can be purchased from St John's for £15.00 for September 2022

Parents/carers are asked to ensure that their child brings their pencil case, bag and correct equipment to school every day.

Parents/carers are asked to ensure that their child brings their correct PE kit / swimming kit to school as and when needed. In the absence of this, a clean spare PE kit will be issued by the PE department. We do not provide spare swimming costumes, towels or goggles.

### **Jewellery**

No jewellery, other than wrist watches, can be worn by students. Plasters cannot be worn over earrings. If your child is planning to have their ears pierced, please make sure that it happens at the beginning of the 6 weeks holiday so that earrings can be removed in time for the new school term.

### **School bag**

Students must use an appropriately sized waterproof bag to carry their books and equipment. It should hold A4-sized work books comfortably without causing any damage.

School bags featuring inappropriate images, slogans or phrases are not permitted. The school encourages students to bring non-valuable bags to school. The school will not be liable for lost or damaged school bags.

## **Hairstyles**

The school reserves the right to make a judgement on where students' hairstyles or hair colours are inappropriate for the school environment; however, the school will ensure that any such judgements do not discriminate against any student by virtue of their protected characteristics.

The school expects hairstyles to be within the normal range of styles and colours. The school does not permit students to have extreme haircuts (e.g. Mohican, skin heads, sculpting etc.) colouring or haircuts that could serve as a distraction to other children

Students with long hair must ensure that this does not impede their vision, cover their face or provide a health and safety risk. Long hair must be tied up during practical lessons, e.g., during PE.

The following hairstyles are not considered appropriate for school:

- Brightly coloured, dyed hair
- Headwear with bold patterns or colours
- Excessive hair accessories

## **Makeup**

The school rules on makeup are as follows:

- Only light, natural-looking makeup is permitted.
- False nails, nail extensions and false eyelashes are not permitted.
- Only clear nail varnish may be worn.
- Temporary tattoos are not permitted.

Students wearing excessive makeup are required to remove it or, if appropriate, will be sent home to remove it.

## **11. Adverse Weather**

There will be reasonable adjustments made to the uniform in light of adverse weather conditions. Boots will be permitted when we have snow and should we have excessive heat, students will be allowed to remove their blazer.

## **12. Sixth Form Dress Code**

Sixth Form students are expected to project themselves as positive role models for the younger year groups. We believe that attitude to appearance has an impact on attitude to effort and, therefore, we require our students to dress in a smart and respectful way. Students are expected to wear:

- A plain white/a plain black polo shirt OR a white shirt with Sixth Form tie
- Black trousers (no jeans, leggings, jogging bottoms or sportswear)
- Black skirts of a professional length
- Black plain jumpers (optional)

The Director of Sixth Form and Head of Year will have the final say on whether clothing and appearance are appropriate.

### **13. Labelling**

Students are responsible for their uniform and equipment whilst in school. To avoid any loss of uniform items, lower school students' uniform should be clearly labelled with their name.

Any lost clothing will be taken to the lost property box in Student Reception. All lost property is retained for one half term and is then disposed of/given to charity if it is not collected within this time.

### **14. Monitoring and Review**

This policy is reviewed every three years by the Local Governing Committee.

## School Uniform Assistance Application Form

Children who attend may be eligible for school uniform assistance if they receive free school meals. Families, who may be eligible, can discuss the matter with their child's Head of Year or contact Julie Usher, our Welfare Team Coordinator. Those families, who may eligible should complete this form, once they have discussed the matter with the relevant staff.

### Part 1: Details of Parent/Carer

<b>Your full name:</b>	
<b>Title:</b>	
<b>National insurance number:</b>	
<b>Address:</b>	
<b>Postcode:</b>	
<b>Mobile no.:</b>	
<b>Landline no.:</b>	
<b>Email address:</b>	

By supplying us with a phone number or email, you agree to being contacted by school to discuss requirements.

### 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

- I declare I am the parent/carer of the child(ren) 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 benefits listed at the top of this form.
- 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 UK GDPR and Data Protection Act 2018. A copy of the school's registration is held for inspection.

**Please return this completed form to Julie Usher ([jusher@stjohns.bhcet.org.uk](mailto:jusher@stjohns.bhcet.org.uk))**

Parent/Carer signature:

Date: