

## School Uniform Policy

We have updated this policy in line with the DfE's new statutory uniforms guidance. Schools are expected to be compliant with the majority of this guidance by September 2022; however, there are exceptions, including where the school is tied into a contract with a supplier and where a competitive tender must be run to set up a new uniform contract. All schools should be compliant by September 2023 where possible. Read our [Up-to-speed on: Statutory 'Cost of uniforms' Guidance](#) for more information.

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## **Statement of intent**

Broad Horizons Education Trust (The Trust) 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 pupils, 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 pupils, and is affordable and the best value for money for the school and pupils' families.

We believe that pupils 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.

## **1. 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
- Education (Guidance about Costs of School Uniforms) Act 2021

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 Trust policies:

- Complaints Procedures Policy
- Behaviour Policy
- LGBTQ+ Policy
- Tendering and Procurement Policy

## **2. Roles and responsibilities**

The Trust Board delegates to the Local Governance Committee to be 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 the school's uniform is accessible and inclusive, and does not disadvantage any pupil by virtue of their protected characteristics or socio-economic status.
- 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.
- Demonstrating how best value for money has been achieved in the uniform policy.
- Ensuring compliance with the DfE's '[Cost of school uniforms](#)' guidance.
- Processing and approving all eligible School Uniform Assistance Application Forms.

The Executive 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.

Staff members 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.

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.

Pupils are responsible for:

- Wearing the correct uniform at all times, unless the Executive 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 principles**

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

In accordance with the 'School Admissions Code', the Executive 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. When evaluating whether costs are reasonable and proportionate, the school will take into account the opinions and situations of:

- Economically disadvantaged parents.
- Parents with multiple children who are, or will be in the future, pupils at the school.
- Parents of younger children, as they are likely to grow quickly and require new sets of uniform more frequently.
- Parents of pupils with protected characteristics that may impact their ability to access the uniform due to costs.
- LAC and PLAC.

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 pupil, rather than on the cost effectiveness of individual items; this will include consideration of the fact that parents 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 pupils, e.g. year group-specific items or house colours, to a minimum where possible to ensure that pupils can get the most wear out of their uniform possible and that parents 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

consisting of a sweatshirt with the school logo on. Other optional logo items are also available. The school implements a gender-neutral uniform, meaning that pupils 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. Transgender pupils are supported to access the uniform that best reflects their gender expression in line with the LGBTQ+ Policy.

The school ensures that pupils 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 pupils are weighed against any health and safety concerns for the entire school community.

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 Trust's Complaints Procedures Policy.

The school ensures that the needs of pupils 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 pupils cannot be met in the standard uniform policy, individual adaptations to the uniform will be considered and permitted wherever possible.

#### **4. Complaints and challenges**

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

To make a complaint, parents should refer to the Complaints Procedures Policy and follow the stipulations outlined.

When a complaint is received, the school works with parents to arrive at a mutually acceptable outcome.

Local Governors are willing to consider reasonable requests for flexibility to allow a pupil to accommodate particular social and cultural circumstances.

## **5. School uniform supplier**

Our current school uniform supplier is: Stevenson. 67 Ber Street, Norwich, NR1 3AD. The telephone number is 01603 622355.

Our school uniform supplier accepts school uniform assistance vouchers.

The governing board will ensure that a written contract is in place with the supplier for branded items.

The school will retender the uniform contract every five years, whether changes to the uniform are made or not, in line with the Tendering and Procurement Policy. The governing board will be able to demonstrate how uniform is procured at the best value for money. 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 uniforms, as well as fabric samples.

School uniform can be purchased all year round from Stevenson via their shop or website: [www.stevensons.co.uk](http://www.stevensons.co.uk)

### **Uniform assistance**

The school supports vulnerable families in meeting the costs of uniforms. School uniform assistance is provided via a voucher that can be spent on school clothing. The budget for the school uniform assistance scheme comes from pupil premium funds.

To claim school uniform assistance, parents should be eligible for FSM. Eligibility is determined by checking original documents from the relevant authority, detailing receipt of the benefit and the address of the pupil.

Families who meet the criteria should complete the School Uniform Assistance Application Form and return it to the school office.

The school holds second-hand school uniforms for parents to access; access to these uniforms is available upon request made to the school office. Parents are invited to donate their child's uniform when they no longer need it.



## 6. Non-compliance

Staff members are permitted to discipline pupils 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 pupil to briefly go home to remedy breaches to the school's uniform.

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.

Where a pupil has been sent home to rectify uniform breaches, the absence is recorded as 'authorised'.

If a pupil repeatedly breaches uniform rules, or takes longer than necessary to rectify the absence, the absence is counted as 'unauthorised'.

Parents will be notified in all cases.

## 7. School uniform

### School colours

Our school colours are as follows:

- Jade green
- Navy

### Clothing

The school uniform is as follows:

Item	Optional or required	Branding	How to acquire	Cost per item from school supplier
<b>Regular school uniform</b>				
Jade green sweatshirt or cardigan	Required	School logo on right-hand side	Branded sweatshirt and cardigan available from Stevensons and second hand from school office.	£10 - £15

Jade polo shirt	Required	School logo on right hand side optional	Available from Stevensons, second hand from school office and available from regular retailers.	£5 - £10
Navy trousers/shorts /skirt/pinafore	Required	No branding	Available from Stevenson, second hand from school office and regular retailer.	£10 - £20
Green and white gingham dress	Required	No branding	Available from Stevenson, second hand from school office and regular retailer.	£8 - £20
Sensible, plain black shoes	Required	No branding	Available from regular retailers.	£10 - £30
<b>PE kit</b>				
Plain white t-shirt	Required	School logo on right-hand side optional	Available from school suppliers, second hand from school office and regular retailers.	£5 - £6.50
Plain black shorts	Required	School logo on right-hand side optional	Available from school suppliers, second hand from school office and regular retailers.	£5 - £8.50
<b>Accessories</b>				
School navy jacket	Optional	School logo	Available from school suppliers or second hand from school office.	£5 - £26
School sock/tights	Optional	No branding	Available from school suppliers and regular retailers.	£2 - £9

Coloured trainers are not considered suitable footwear. High heels are not permitted. Skirts must be knee-length. Black jeans are not permitted.

Parents who do not wish to buy the optional branded PE kit must acquire a PE kit meeting the following criteria:

- Plain T-shirt with no branding or logos from professional sports teams

- Plain shorts or tracksuit bottoms with no branding or logos from professional sports teams
- Suitable trainers
- Suitable sports footwear, e.g. football boots

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

### **Jewellery**

Permitted jewellery that may be worn is:

- One pair of stud earrings - no other piercings are permitted.
- A sensible wrist watch - no fit bits or smart watches .

Jewellery is the responsibility of the pupil and not the school. Lost or damaged items will not be refunded. All jewellery must be removed during practical lessons, including PE lessons and science experiments.

### **School bag**

Pupils must use an appropriately sized waterproof bag to carry their books and equipment.

School bags featuring inappropriate images, slogans or phrases are not permitted.

The school encourages pupils 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 pupils' hairstyles or hair colours are inappropriate for the school environment; however, will ensure that any such judgements do not discriminate against any pupil by virtue of their protected characteristics. Each individual pupil's scenario will be taken into account where any judgements on appropriateness are to be made, and parents will always have the freedom to complain via the school's Complaints Procedures Policy.

Pupils 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 the school day.

The following hairstyles are not considered appropriate for school:

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

### **Makeup**

Make up is not permitted.

### **8. Adverse weather**

All pupils are required to wear weather-appropriate clothing that covers as much of their skin as possible during adverse weather.

For hot temperatures, this includes wearing:

- Loose-fitting and lightweight shirts and dresses with sleeves and collars or covered necklines.
- Over the knee skirts, shorts or trousers.
- Tops that cover the shoulder area.
- Sunglasses with UV protection when outside, where possible.

Pupils are advised not to wear any jumpers during heatwaves. 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.

For cold temperatures, this includes wearing:

- Scarfs, gloves, coats and hats when they are outside.
- Warm jumpers that conform to the school's uniform policy.
- Trousers, or thick tights with skirts.

### **9. Labelling**

All pupils' clothing and footwear is clearly labelled with their name.

Any lost clothing is taken to the lost property box in the school office. All lost property is retained for two weeks and is disposed of if it is not collected within this time.

#### **10. Monitoring and review**

This policy is reviewed annually by the Chair of Governors and the Executive Headteacher.

## School Uniform Assistance Application Form

Children who attend Dussindale Primary School are eligible for school uniform assistance if they receive FSM.

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

### Part 1: Details of parent

<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 to let you know if you are eligible.

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

<b>Surname</b>	<b>Other names</b>	<b>Date of birth</b>

Please read this declaration before you sign it

- I declare I am the parent 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 the school office.

Your signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### **What happens next?**

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