

# Wenlock CE Academy



## School Uniform Procedure

Date of Procedure:	Summer 2023
Date of next review:	Summer 2024
Responsible person:	O.Burke

*Wenlock CE Academy is committed to safeguarding and promoting the welfare of our children and young people and expects all staff, volunteers and visitors to the school to share this commitment.*

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## Statement of intent

Wenlock CE Academy (WCEA) believes that a consistent school uniform procedure 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.

For the purposes of this procedure, “**uniform**” includes the following elements of pupils’ appearance:

- Clothing, including the school uniform itself, variations of the school uniform such as PE kits, and other clothing worn at school, e.g. non-uniform.
- Hairstyles and headwear.
- Jewellery and other accessories.
- Cosmetics such as makeup and nail polish.

This procedure lays out the measures the school has taken to ensure a consistent, fair and inclusive uniform procedure, 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 in line with our school vision for education.

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.

These principles link directly with our school vision:

Learning and Growing within the Love of God

## 1. Legal framework

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

- Human Rights Act 1998
- Education and Inspections Act 2006
- Equality Act 2010
- Education Act 2011
- The UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Education (Guidance about Costs of School Uniforms) Act 2021
- DfE (2021) 'Cost of school uniforms'
- DfE (2021) 'School Admissions Code'
- DfE (2021) 'School uniforms'
- Equality and Human Rights Commission (2022) 'Preventing hair discrimination in schools'

This procedure operates in conjunction with the following school procedures and policies:

- Complaints Policy
- Behaviour for learning Policy
- Pupil Equality, Equity, Diversity and Inclusion procedure
- Tendering and Procurement Policy

## 2. Roles and responsibilities

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 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 procedure.
- Ensuring compliance with the DfE's '[Cost of school uniforms](#)' guidance.
- Processing and approving all eligible School Uniform Assistance Application Forms.

The headteacher is responsible for:

- Enforcing the school's uniform rules on a day-to-day basis.
- Ensuring that teachers understand this procedure and what to do if a pupil is in breach of the procedure.
- 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 procedure at all times.
- Providing support and/ or sanctions for pupils who are in breach of this procedure and sending reminders to parents
- 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 procedure.
- Informing the headteacher if their child requires a more relaxed uniform procedure for a period of time, including why.
- Ensuring that their child's uniform is clean, presentable and the correct size.
- Ensuring their children's uniform is labelled with their child's name.

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 principles**

The school 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 headteacher will ensure that the school's uniform procedure does not discourage parents from applying for a place for their child.

The school will assess the overall cost implications of its uniform procedure regularly, including prior to making any changes to the school uniform. When evaluating whether costs are reasonable and proportionate, the school will consider 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.
- 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 will keep variations in school uniform for different groups of pupils, e.g. year group-specific items or house colours, to a minimum to ensure that pupils can get the most wear out of their uniform and that parents can pass some items down to younger siblings.

The school will keep 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, e.g. supermarkets, due to the item's logo, colour, design, fabric or other unique element. Where the school requires an item of branded clothing, it will assess how prices can be kept as low as possible and put measures in place to facilitate this. This may include:

- Ensuring branded items are longer-lasting and unlikely to be worn out quickly, e.g. ties.
- Making donated second-hand uniform available for purchase at a lower price.

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.

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

#### **4. Equality principles**

The school takes its legal obligation to avoid unlawfully discriminating against any protected characteristic very seriously. In line with this, the school will aim to ensure that its uniform policy is as inclusive as possible so that all pupils can access a school uniform which is comfortable, suitable for their needs, and reflects who they are, while avoiding any direct or indirect discrimination on the basis of protected characteristics or socio-economic status.

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

The school will ensure that parents and pupils are consulted over any changes to school uniform, and that, where appropriate and with pupils' consent, views and advice are sought specifically from pupils, and parents of pupils, who:

- Are transgender or non-binary.
- Are of a religious or cultural background that has specific dress requirements.
- Have SEND and/or sensory needs.

Parent's concerns and requests regarding school uniform and amendments to it are handled on a case-by-case basis by the headteacher and governing board, and always in accordance with the school's Complaints Procedures Policy.

Information on how the school ensures its uniform policy does not discriminate against pupils with specific protected characteristics is outlined below.

### **Gender**

To avoid disproportionately impacting pupils of a certain gender, the school will ensure that the cost of uniform is as equal in price as possible across items for all genders.

This includes:

- Adhering to the procedures laid out in the '[Cost principles](#)' section of this policy.
- Not directly requiring pupils of a certain gender to buy additional uniform, e.g. by requiring female pupils to buy both trousers and skirts.
- Not indirectly requiring pupils of a certain gender to buy additional uniform, e.g. by offering football in PE to only male pupils and requiring they buy football boots to participate.
- Not holding pupils of different genders to different uniform standards, e.g. by banning certain hairstyles for only one gender.

The school will implement a gender-neutral uniform, meaning that pupils will not be 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.

### **Religion and belief**

To avoid disproportionately impacting pupils of a certain religion, belief or culture, the school will ensure that there is flexibility to allow pupils to present themselves in a way that adheres to their dress requirements as far as possible, within the school's uniform procedure.

The school will endeavour to meet all requests for amendments to the uniform for these purposes; however, the needs and rights of individual pupils will be weighed against any health and safety concerns appropriate to the circumstances, e.g. if safety headgear needs to be worn.

## **Race**

To avoid disproportionately impacting pupils of a certain race, the school will ensure that its uniform procedure does not constitute unlawful indirect discrimination through blanket rules. This includes:

- Not banning hairstyles related to a pupil's ethnic origin, e.g. natural Afro hairstyles.
- Not banning hairstyles worn because of cultural, family and social customs, e.g. cornrows.
- Not banning head coverings related to a pupil's culture or ethnic origin, e.g. African heritage head wraps.

The school will follow the good practice guidance provided by the Equality and Human Rights Commission on '[Preventing hair discrimination in schools](#)'.

## **SEND and medical conditions**

To avoid disproportionately impacting pupils with SEND or medical conditions, the school will ensure its uniform procedure takes into account the needs of these pupils. This includes:

- Ensuring the school uniform uses soft, stretchy fabrics and avoids intricate buttons or hard seams.
- Allowing variations to the standard uniform for pupils whose medical conditions may impact how they dress, e.g. pupils with casts who require loose-fitting clothing or pupils with hair loss-related conditions who wish to wear head coverings.

Where the needs of these pupils cannot be met in the standard uniform procedure, individual adaptations to the uniform will be considered and permitted wherever possible.

## **5. Complaints and challenges**

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

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

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

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

## **6. School uniform supplier**



Our current school uniform supplier is:

[www.prestigedesignww.co.uk](http://www.prestigedesignww.co.uk)

Unit 12, Barton Industrial Estate, Faldo Road, Barton-Le-Clay, Beds MK45 4RP

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 Procedure. 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 uniform, as well as fabric samples.

The school will order new uniform each December. Where the school is proposing to change suppliers, it will reach out to suppliers by October in the determination year.

## **7. Uniform assistance**

The school will support disadvantaged families in meeting the costs of uniforms. School uniform assistance will be provided via a voucher worth **£30** that can be spent on school clothing. The budget for the school uniform assistance scheme will be derived from pupil premium funds.

For families to claim school uniform assistance, their children should be eligible for **FSM**. Eligibility will be 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 will be asked to complete a School Uniform Assistance Application Form and return it to the **school office**.

The school will hold second-hand school uniforms in the **school office** for parents to access; access to these uniforms will be made available upon request made to the headteacher.

Parents will be invited to donate their child's uniform when they no longer need it.

## **8. Non-compliance**

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

Parents will be notified in all cases. Reminder letters are sent to parents in the first instance.

## **9. School uniform**

### **School colours**

Our school colours are as follows:

- Royal Blue

- Grey

## Clothing

The school operate a winter and summer uniform. Winter uniform may be worn all year round, however there is the option of summer uniform if wanted.

Winter uniform runs from October half term until the start of the Summer Term.

Summer uniform runs from the start of the summer term until October half term.

The HT has the discretion to start summer uniform early if the weather requires.

The school uniform is as follows:

Item	Optional or required	Branding	How to acquire	Cost per item from school supplier
School blue jumper/cardigan and/ or Blazer <b>with logo</b>	Required	School logo	Branded jumper, cardigan available from school supplier and pre loved from the office.	<b>£12.00</b> <b>£32.00</b>
School tie	Optional summer Required winter	School colours	Available from school supplier and pre loved from school office.	<b>£6.00</b>
White polo shirt or shirt Summer uniform.	Required	No branding	Available regular retailers.	-
White Shirt (and tie) winter uniform				
Charcoal Grey trousers/ shorts or skirt/ dress  (Blue Checked dress - optional summer uniform)	Required	No branding	Available regular retailers.	-
black/white/ grey socks/ tights	Required	No branding	Available regular retailers.	-
Sensible black leather school shoes.	Required	No branding	Available regular retailers.	-
Navy/ black cycling shorts to be worn under dresses	Optional	No branding	Available regular retailers.	-
PE kit				
Blue Polo shirt (No logos or writing) or Blue school T Shirt (with logo)	Required	No branding	Available regular retailers.	-
Plain black shorts/ leggings	Required	No branding	Available regular retailers	-
Plain black tracksuit (No logos or writing)	Required	No branding	Available regular retailers	-

Suitable trainers	Required	No branding	Available regular retailers	-
<b>Accessories</b>				
School bag	Optional	School logo	Available from school supplier	<b><u>£12.50</u></b>
Water Bottle (must be named)	Required	No branding	Available regular retailers	-
Snack pot (for fruit/ Vegetable snacks)	Optional	No branding	Available regular retailers	-

Trainers are not considered suitable footwear other than for PE. Mid/ high heels are not permitted.

Pupils who are wearing skirts will also be required to wear black tights.

Black jeans will not be permitted.

Skirts must be knee-length. Black jeans are not permitted. Leggings are only permitted for PE.

Pupils arrive in school wearing their PE kits on PE days (see the class page on the website for details). Parents are responsible for ensuring their child wears their PE kit to school when needed and to bring it in for sports events. The weekly round up and newsletters will provide this information.

PE kit meeting the following criteria must be provided:

- Plain blue T-shirt with no branding or logos
- Plain black shorts or tracksuit bottoms with no branding or logos
- Suitable trainers
- Other suitable sports footwear, e.g. football boots, if required

## **Jewellery**

The school rules on jewellery are as follows:

- One pair of stud earrings – no other piercings are permitted.
- A sensible wrist watch with no internet accessibility or ability to record/ take photos or timers that make noise.

Pupils will be advised that jewellery is their personal responsibility and not that of the school. Lost or damaged items will not be refunded. All jewellery must be removed during practical lessons, including PE lessons and science experiments.

## **Bags**

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

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

The school will discourage pupils from bringing 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 considered where any judgements on appropriateness are to be made, and parents will always have the freedom to complain via the school's Complaints 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.

The following hairstyles are not considered appropriate for school:

- Brightly-coloured, dyed hair.
- Headwear with bold patterns or colours.
- Excessive hair accessories.
- Headwear featuring inappropriate words or images

## **Makeup and cosmetics**

The school rules on makeup and cosmetics are as follows:

- No pupil is allowed to wear make-up. There may be exceptions in extreme circumstances, at the headteacher's discretion, e.g. a pupil may be permitted to cover heavy scarring/skin damage.
- False nails and nail extensions are not permitted.
- Temporary tattoos are not permitted.

Pupils wearing makeup are required to remove it, including fake tattoos.

## **10. Adverse weather**

All pupils will be advised to wear weather-appropriate clothing.

For hot temperatures, this includes wearing:

- Tops that cover the shoulder area.

- Sunglasses with UV protection when outside.

Pupils will be advised not to wear any jumpers or blazers during heatwaves. If outside during break times, pupils not wearing sun-safe clothing will be 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 outside.
- Warm jumpers.
- Trousers, or skirts and thick tights.

In snow pupils will only be allowed out to play if they have welly/ snow boots and warm coats.

### **11. Labelling and lost property**

Parents will be advised to ensure that all pupils' clothing and footwear is clearly labelled with their name and year group.

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

### **12. Monitoring and review**

This procedure is reviewed annually by the chair of governors and the headteacher.

The scheduled review date for this procedure is Summer 2024.

## **School Uniform Assistance Application Form**

Children who attend Wenlock CE Academy are eligible for school uniform assistance if they receive FSM.

The allowance is for buying a school jumper from Prestige and is paid once a year.

### **Part 1: Details of parent**

<b>Your full name:</b>	
<b>Title:</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 for to the school office.**

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

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### **What happens next?**

If you apply for school uniform assistance and qualify, please inform the office which items you require including sizes.

If you do not qualify for the payment, we will let you know by letter and phone and explain why.