



## Hele's School Uniform Policy

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### 1. Aims

This policy aims to:

- Set out our approach to requiring a uniform that is of reasonable cost and offers the best value for money for parents and carers
- Explain how we will avoid discrimination in line with our legal duties under the Equality Act 2010
- Clarify our expectations for school uniform

### 2. Our school's legal duties under the Equality Act 2010

The Equality Act 2010 prohibits discrimination against an individual based on the protected characteristics, which include sex, race, religion or belief, and gender reassignment.

To avoid discrimination, our school will:

- Avoid listing uniform items based on sex, to give all pupils the opportunity to wear the uniform they feel most comfortable in or that most reflects their self-identified gender <sup>1</sup>
- Allow all pupils to have long hair (though we insist this to be tied back for Health & Safety reasons in PE, Technology and Science)
- Allow pupils to wear headscarves and other religious or cultural symbols
- Allow for adaptations to our policy on the grounds of equality by asking pupils or their parents to get in touch with their child's Head of Year, who can answer questions about the policy and respond to any requests

### A common-sense approach to general appearance

The school applies a common-sense approach to general appearance. This allows us to achieve a balance in our approach to hairstyles, hair colours, piercings and application of make-up. Whilst we do not prohibit specific "styles" of appearance outside of our uniform code we reserve the right to address/ prohibit anything we feel is excessive, inappropriate or extreme.

Therefore, as a general guide, the following is recommended:

- Any make-up worn should be minimal and discrete.
- Piercings should be safe, subtle, discreet and in-line with policy.
- Uniform should be worn appropriately and correctly without modification – for example skirts should be of a suitable length and belts should be discreet without large buckles or branding and shirts should be worn tucked in.
- Torn/ damaged items should be replaced as soon as possible.
- Items of clothing or appearance should not denote affiliation to any politically motivated group or denote extreme views and must not cause offense- this includes coats and jackets.

**The school will not be responsible for the loss/ damage and incurred costs of any prohibited or sanctioned items this includes jewellery, watches, wallets, mobile phones, electronic devices and designer items such**

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<sup>1</sup> Defined as listed in this policy

as coats or bags. We do not recommend such items are brought into school and are only done so at the students own risk.

### 3. Limiting the cost of school uniform

Our school has a duty to make sure that the uniform we require is affordable, in line with statutory guidance from the Department for Education on the cost of school uniform.

We understand that items with distinctive characteristics (such as branded items, or items that have to have a school logo or a unique fabric/colour/design) cannot be purchased from a wide range of retailers and that requiring many such items limits parents' ability to 'shop around' for a low price.

We will make sure our uniform:

- Is available at a reasonable cost
- Provides the best value for money for parents/carers

We will do this by:

- Carefully considering whether any items with distinctive characteristics are necessary
- Limiting any items with distinctive characteristics where possible for example, by only asking that the school blazer and tie features the school logo.
- Limiting items with distinctive characteristics to low-cost or long-lasting items, such as ties
- Considering cheaper alternatives to school-branded items, such as logos that can be ironed on, as long as this doesn't compromise quality and durability
- Avoiding specific requirements for items pupils could wear on non-school days, such as coats, bags and shoes
- Keeping the number of optional branded items to a minimum, so that the school's uniform can act as a social leveler
- Making sure that arrangements are in place for parents to acquire second-hand uniform items
- Avoiding frequent changes to uniform specifications and minimising the financial impact on parents of any changes
- Consulting with parents and pupils on any proposed significant changes to the uniform policy and carefully considering any complaints about the policy
- Families in receipt of the Pupil Premium will receive an annual allowance towards uniform costs

## 4. Expectations for school uniform

### 4.1 Our School's Uniform

- Black blazer and school badge.
- Plain black V-neck jumper that shows the tie (optional).
- Black trousers (fastened at the waist) – (not flared, not denim, not Lycra, not leggings) or compulsory black pleated skirt (to be ordered from Adelle).
- White shirt with buttons to the neck.
- The regular gold and black school tie.
- Plain black polishable shoes with low heels. (Trainers/boots/pumps/canvas shoes are not permitted).
- Black/white socks or plain black tights.
- A plain outdoor coat.

### Additional Information

- Jewellery: a single ring and a wristwatch may be worn and plain studded earrings. No additional bracelets or necklaces should be visible.
- No jewellery to be worn in PE.
- Nose and tongue piercings are not permitted, and plain retainers will be required.
- Extremes of fashion, hair (colours and styles) or dress are not permitted.
- False nails and eye lashes are not permitted.
- Nail varnish is not permitted.

## PE Kit

### Girls (compulsory)

- Polo shirt (black & amber with school badge)
- Plain black leggings OR shorts (black with PE logo)
- White or black socks
- Trainers

### Boys (compulsory)

- Polo shirt (black & amber with school badge)
- Shorts (either plain black and no logo or black shorts with the school logo)
- White or black socks
- Trainers, boots and gum shield

### Optional

- For girls and boys, shorts with the school logo
- For girls and boys, ¼ zipped top (black and amber with school badge)
- Plain black tracksuit bottoms

### 4.2 Where to purchase it

- If you have already pre-ordered uniform, you will be contacted to arrange collection.
- If you have not ordered your uniform, you can order from the school website or directly from our suppliers Adelle. For the school website, go to “parents” drop down list: “uniform”.
- Any uniform that has been ordered but not yet delivered will be delivered to Adelle whilst the school is shut over the holidays.
- **Any returns must go directly to Adelle and not to Hele's School.**

- **If you have any queries regarding uniform orders, please email [castle@heles.plymouth.sch.uk](mailto:castle@heles.plymouth.sch.uk)**
- Phones and electronic devices: They must be switched off throughout the school day (8.40 – 3:10pm, including both break times) and will be confiscated if used in school (see Behaviour Policy).
- Parents will be required to pick up the phone personally from Student Services for instances of repeat behaviour.
- Medicines: must be handed in to the school First Aider with written instructions.
- The school cannot be held responsible for any electronic devices on the site.

## **5. Expectations for our school community**

### **School uniform has a number of advantages:**

- It creates a sense of identity.
- It is business-like.
- It enables pupils to be easily identified.

The school is dependent on parental support to maintain the high standards established at Hele's.

### **5.1 Pupils**

Pupils are expected to wear the correct uniform at all times (other than specified non-school uniform days) while:

- On the school premises
- Travelling to and from school
- At out-of-school events or on trips that are organised by the school, or where they are representing the school (if required)

Parents are also expected to contact their child's Head of year if they want to request an amendment to the uniform policy in relation to their protected characteristics.

### **5.2 Parents and carers**

Parents and carers are expected to make sure their child has the correct uniform and PE kit, and that every item is:

- Clean
- Clearly labelled with the child's name
- In good condition

Parents are expected to lodge any complaints or objections relating to the school uniform in a timely and reasonable manner.

Disputes about the cost of the school uniform will be:

- Resolved locally
- Dealt with in accordance with our school's complaints policy

The school will work closely with parents to arrive at a mutually acceptable outcome.

### 5.3 Staff

Staff will closely monitor pupils to make sure they are in correct uniform. Staff will adhere to the Behaviour policy in order to ensure uniform expectations are upheld consistently. They will give any pupils and families breaching the uniform policy the opportunity to comply but will follow up with the Principal if the situation doesn't improve.

#### Maintaining standards of uniform

Ongoing breaches of our uniform policy will be dealt with by stepped sanctions in accordance with our behaviour policy. Establishing and Maintaining High Standards Routines at School Routines have been established to ensure that students are fully supported to achieve the standards expected for uniform and personal presentation upon arrival to school and throughout the day.

Routines will ensure that all students in lessons are dressed correctly. Student uniform will be checked every day:

- At the school gates in the morning
- During entry and exit of assemblies (on specified days for each year group)
- During Tutor Time
- During transitions between lessons, including after breaktimes and lunchtime
- Upon entry to and exit from lessons.

At any time during the school day, a student's uniform and/appearance will present as one of the following:

**Right** – uniform meets all standards expected

**Requiring readjustment** – correct uniform being worn incorrectly e.g. shirt untucked, skirt rolled up at the waist, tie too short

**Requiring Resupply** – incorrect items being worn or missing items of uniform

#### School Responses to 'Right, Readjust and Resupply'

The school will apply both rewards and sanctions to ensure that high standards of uniform are maintained.

**Right** – Uniform meets all standards expected

- Rewards will be issued to groups of students and individuals who routinely wear their uniform to the high standards expected
- Students may be asked to represent the school at important events and engagements

- Students may be given the opportunity to apply for student leadership opportunities

**Readjust** – ‘See, Stop, Secure’. If a student is seen wearing the correct uniform items incorrectly: - The student will be asked to stop by a staff member and asked to correct their uniform

- If together, the student and the staff member secure the expected standard, the student continues to lesson, and the staff member records a uniform issue on Class Charts

- Now right, the student is able to take advantage of the opportunities for reward and recognition shared above

If a student receives 3 behaviour points in one day for wearing the uniform incorrectly, they will be sanctioned with Reflection for two periods and a social time.

If the student refuses to stop or refuses to adjust their uniform, the student will be sanctioned with Reflection for defiance.

**Resupply** – ‘See. Stop. Secure’. If a student is seen missing an item of uniform or wearing a prohibited item on School site:

- The student will be asked to stop by a staff member

- If at the gate in the morning, the student will be taken to Uniform Hub, where the item will be loaned to the student

-If at any other time of the school day, the student will be directed to Student Services so that the issue can be resolved

**The student is not in trouble** – the focus will always be to support the student to achieve the expected standard and

- If together, the school staff and the student secure the expected standard, the student will return to lessons with the correct uniform and a late note

- Now right, the student is able to take advantage of the opportunities for reward and recognition shared above

- Where there are repeated issues with uniform school staff will contact parents/carers of the student to inform them and to explore any requirements for additional support

### **Consequences**

Sanctions will be used to address defiance around uniform expectations to ensure that standards of uniform remain high.

Prohibited items of clothing or accessories will be confiscated if seen. Confiscated items of clothing will be returned to the student at the end of the school day.

Confiscations will adhere to DfE guidance ‘Searching, screening and confiscation’. Advice for schools (DfE, July 2022)

**Reflection** - With regards to the maintaining of high standards of uniform, Reflection may be used when:

- Receipt of 3 behaviour points in one day for wearing the uniform incorrectly
- A student refuses to adjust their uniform when asked
- A student presents with an issue that cannot be resolved immediately by other supportive measures available to the school.

Examples include:

- Unsuitable hairstyles
- Refusal to remove/replace piercings (clear plastic retainers are permissible)
- A student has refused other support offered by the school
- A student has become rude, aggressive and/or confrontational in response to being challenged for their uniform/appearance

**Students will remain in Reflection until the issue is resolved.**

If a student manages to resolve their uniform/appearance issue and has demonstrated a willingness to cooperate with the school, they will return to lessons following two periods and a social time in Reflection.

The school cannot be held responsible for personal items and money on the site.

In cases where it is suspected that financial hardship has resulted in a pupil not complying with this uniform policy, staff will take a mindful and considerate approach to resolving the situation. Families in receipt of the Pupil Premium allowance will be allocated part of this to fund uniform payments.

The Uniform Store in Plymouth offers free second-hand uniform – **93 New George Street**. The school keeps a limited stock of second hand uniform in reception as well. Please contact **Mrs Castle** in reception on **337193** for any information about the ordering & collection of uniform.

## **6. Monitoring arrangements**

This policy will be reviewed annually by Mrs Crawford, Deputy Principal. At every review, it will be approved by the Hub Advisory Board.

## **7. Links to other policies**

This policy is linked to our:

- Behaviour policy
- Equality information and objectives statement
- Anti-bullying policy
- Complaints policy