

Classification:

Public

Uniform and Appearance



**Bishop
Perowne**
Church of England College
Endeavour Forever

Title: Uniform and Appearance

Document Type: Policy and Procedure

Document Reference: STU-05

Version: 1.5

Status: Approved

Approval: Senior Leadership Team

Reviewed: 14th November 2022

Next Review Date: 13th November 2024

Document Management

A. Identification

Attribute	Description
Document Type	Policy and Procedure
Document Name:	Uniform and Appearance
Document Code:	STU-05
Document Category:	Student
Review Cycle:	Every two years
Reviewing Committee:	Deputy Headteacher – Pastoral
File Name	STU-05 Uniform and Appearance Policy v1.3.docx
Classification	Public (everyone can see the information)
Statutory	No

B. Document contributors

Name	Position	Author	Reviewer	Approver
Nigel Ford	Deputy Headteacher	✓		
Benjamin Lewis	Deputy Headteacher – Pastoral		✓	
Jane Price	Headteacher			✓

C. Approval

This document is a controlled document authorised for release once all signatures have been obtained or has been approved for release at either a Full Governing Board meeting or relevant sub-committee meeting. Approval of this document constitutes approval of the content as described herein.

Name	Position	Date	Signature
Jane Price	Headteacher	14/11/2022	<i>J Price</i>

D. Document revision

Date	Revision	Modification	Modified by
24/01/2017	0.1	Creation of initial version for review using new template	Iain Williams
27/03/2017	1.0	Version published, document management control updated	Kate Woods
11/08/2017	1.1	Draft version following review by Nigel Ford	Iain Williams
11/10/2017	1.2	Version published, document management control updated	Iain Williams
15/02/2018	1.3	Addition of fake tan or fake tan products	Iain Williams
17/09/2020	1.4	Amendment to school tie purchase and Covid 19	Benjamin Lewis
14/11/2022	1.5	Review and amendment	Benjamin Lewis

Table of contents

1	OVERVIEW.....	5
1.1	Purpose	5
1.2	Scope.....	5
1.3	Related documents	5
1.4	Reviews	5
1.5	Equality Impact Assessment	5
2	RESPONSIBILITY FOR THE POLICY AND PROCEDURE.....	6
2.1	Role of the Governing Board	6
2.2	Role of the Headteacher.....	6
3	POLICY AND PROCEDURES	7
3.1	Principles.....	7
3.1.1	Shoes	8
3.1.2	Skirts	8
3.1.3	Trousers.....	8
3.1.4	Jumpers	9
3.1.5	Shirts.....	9
3.1.6	Ties.....	9
3.1.7	Blazers.....	9
3.1.8	Make-up	9
3.1.9	Nails	10
3.1.10	False Eyelashes	10
3.1.11	Hairstyles	10
3.1.12	Jewellery	10
3.1.13	Hosiery.....	11
3.1.14	Headscarves.....	11
3.1.15	COVID Response	12
4	DISSEMINATION.....	13
4.1	Promoting Awareness	13
4.2	Training	13
4.3	Monitoring the Effectiveness of the Policy	13

5 GLOSSARY.....14

1 OVERVIEW

1.1 Purpose

Refer to Section 3 Policies and Procedures

1.2 Scope

Refer to Section 3 Policies and Procedures

1.3 Related documents

- Promoting British Values

1.4 Reviews

Refer to Section 3 Policies and Procedures

1.5 Equality Impact Assessment

Under the Equality Act 2010 the College is obliged not to discriminate against people on the basis of age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and the Governing Board believes that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any student or any other connected party and it helps to promote equality at the College.

2 RESPONSIBILITY FOR THE POLICY AND PROCEDURE

2.1 Role of the Governing Board

The Governing Board has:

- delegated powers and responsibilities to the Headteacher to ensure all college personnel and visitors to the college are aware of this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- nominated a link governor to visit the college regularly, to liaise with the Headteacher and the coordinator and to report back to the Governing Board;
- responsibility for the effective implementation, monitoring and evaluation of this policy

2.2 Role of the Headteacher

The Headteacher will:

- ensure all College personnel, students and parents are aware of this policy;
- work closely with the link governor and coordinator;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy;

3 POLICY AND PROCEDURES

We have a strict uniform policy and pupils are expected to wear their uniform with pride. We have selected a uniform that is smart, durable and represents good value for money. The supplier of the compulsory items of the college uniform is School Togs.

Students are required to follow the uniform rules closely and present themselves as they would do in the world of work.

This policy sets out the college's list of acceptable and unacceptable college uniform.

The purpose of this policy is to prevent unacceptable uniform and to ensure that incorrect uniform does not become a distraction to the learning environment.

3.1 Principles

- We do not want issues with uniform to get in the way of learning.
- We have high expectations and high standards with our uniform.
- We have the expectation that parents and carers will support with our uniform policy if their son/daughter is a student at this college.

Each morning, tutors check the uniform of tutees and students will be sent to Student Services if they are in incorrect uniform. At Student Services, the member of staff on duty will decide on how to proceed. These ways forward include but are not limited to:

- a. Phoning parents to ask them to bring the correct item of uniform in to college,
- b. Asking for permission to send the student home to rectify their uniform,
- c. Providing a uniform loan. Sometimes we will take as a deposit the incorrect item of uniform, e.g. a pair of trainers for a pair of shoes (please see shoe section below) or another item that we feel is a suitable exchange for the uniform loan.
- d. Deciding that the student should stay out of circulation for the day due to non-correction of the issue. Students will complete the school day in the Behaviour Recovery Room.

A uniform strike will be issued to students with:

- Incorrect uniform (including but not limited to, lack of tie, lack of jumper in Autumn and Spring terms, lack of tights, inappropriate trousers or skirt, incorrect shoes)
- Inappropriate makeup or jewellery
- An inappropriate piercing (other than a single stud in each ear lobe)
- An unnatural hair colour or extreme style

Tutors will call home to discuss repeat offenders of uniform issues each week.

3.1.1 Shoes

- We do appreciate that shoes can be an expensive item for parents to buy and we are therefore keen to ensure the correct version is purchased.
- Shoes should be flat or with a minimal heel, sensible, plain style, black and clean/polished.
- Students may tell you differently, but trainer type shoes are not permitted. These include Converse and Vans type shoes and pumps in any material. Canvas shoes are also not permitted.
- Boots and ankle boots are also not permitted.
- Shoes with visible brand logos are not permitted.
- Should students attend college in footwear that is unacceptable, we will quickly try to provide a pair for use that day in exchange for the shoes that the student wore to college as a deposit. We offer this where possible so a minimal amount of learning time is lost. If a student refuses to provide a deposit of their incorrect shoes for a uniform loan or refuses to wear a college pair of shoes then one of the other ways forward will be pursued.
- Below are examples of some styles of shoes the college deems unacceptable. This is not an exhaustive list.



3.1.2 Skirts

- Skirts should be pleated and be fitted to touch the knee.
- Failure to wear the correct style of skirt will result in one of the ways forward being pursued as detailed in 3.1.

3.1.3 Trousers

- Plain black trousers can be worn by all students.
- Trousers must be formal full length trousers and be long enough to touch the shoe. They must not be cropped in any way.
- Trousers must be wide enough not to cling to the knee or ankle. Close fitting 'skinny' material or denim are not allowed.
- Failure to wear the correct trousers will result in one of the ways forward being pursued as detailed in 3.1.

3.1.4 Jumpers

- Jumpers are compulsory and must be worn at all times in the Autumn and Spring Terms. They may only be removed in exceptional circumstances with express permission of a member of staff.
- Jumpers can be purchased from School Togs or other outlets.
- Students must arrive to all lessons, assemblies and tutor times in their jumpers and ask permission from the class teacher to remove them.
- Jumpers are optional in the Summer Term but cannot be worn instead of a blazer which remains compulsory at all times.
- Failure to wear a jumper will result in one of the ways forward being pursued as detailed in 3.1.

3.1.5 Shirts

- All students in years 7-10 are required to wear a pale blue shirt with collar.
- All students in year 11 are required to wear a white shirt with collar.
- Shirts must be buttoned to the collar (with collar buttons included)
- Failure to wear the correct shirt will result in one of the ways forward being pursued as detailed in 3.1.

3.1.6 Ties

- All students must purchase their Bishop Perowne school tie from School Togs.
- All ties must be worn so they reach the waistband of the student's trousers or skirt.
- Failure to wear a tie will result in one of the ways forward being pursued as detailed in 3.1.

3.1.7 Blazers

- Blazers are compulsory and must be worn at all times whilst at college.
- Blazers are black and have the college logo on the breast pocket.
- The correct blazers are only available from School Togs, 31 New Street, Worcester, WR1 2DP. Their telephone number is 01905 286 58.
- Students must arrive to their lessons with their blazers on.
- Students must ask permission from their class teacher to remove their blazer.
- Students are not permitted to wear their blazer sleeves rolled or pushed up the arm.
- Failure to wear a blazer or the correct style of blazer will result in one of the ways forward being pursued as detailed in 3.1

3.1.8 Make-up

- Make-up is not permitted in college for students in Years 7-10.
- Students in all years are not permitted to wear fake tan or fake tan products in school.
- Students in Year 11 may wear subtle make-up.
- Subtle make up could comprise of a small amount of mascara, neutral lip balm and a small amount of blusher in a natural shade.
- Staff will decide on whether make up for Year 11 students is subtle. Students with too much make up on or fake tan/fake tan products will be sent to Student Services in the morning in order to remove their makeup.

- Failure to remove inappropriate make up will result in one of the ways forward being pursued as detailed in 3.1.

3.1.9 Nails

- False, acrylic or gel type nails are not to be worn in college. Also, coloured/varnished nails are not permitted.
- Nail varnish is not permitted for students in Years 7-10.
- Students in Year 11 may wear a subtle shade of nail varnish.
- Subtle shades include nude colours and pale colours. Staff will have the final say in what are suitable colours for Year 11 students
- Students with polished, false, acrylic or gel nails will be sent to Student Services to remove the coloured nail varnish.
- Failure to remove inappropriate nail colours will result in one of the ways forward being pursued as detailed in 3.1.

3.1.10 False Eyelashes

- False eyelashes in college environments are not permitted due to Health & Safety concerns.
- Students wearing them will be sent to Student Services to remove them.
- Failure to remove false eyelashes will result in one of the ways forward being pursued as detailed in 3.1.

3.1.11 Hairstyles

- Hair will be in a conventional style. Examples of prohibited styles for students include: patterns shaved into a students' hair or eyebrows, mohicans and hair dyed unnatural colours. The college reserves the right to decide on whether a hairstyle is conventional or unconventional.
- Hair styles that grow out instead of down, and therefore do not touch the collar, must look professional. This is left to the discretion of the college to decide whether a style is appropriate or not.
- The school will insist that hair is restyled if it fails to meet school standards. In such a case the student in question will be placed in isolation until the issue is rectified to the college's satisfaction.
- If in any doubt, families should contact the college before going to the trouble and expense of giving their child a new, potentially prohibited, hair style.

3.1.12 Jewellery

- A watch and only one small, plain, metal stud in each pierced ear lobe are permitted although these must be removed for safety reasons during PE and Dance lessons.
- No other piercing is allowed.
- If a student has a piercing, please ensure this takes place at the beginning of the summer holiday so that students are able to remove the piercings when they return to college.
- Ear spikes and stretchers are forbidden. Students will be asked to remove these at Student Services if they wear them to college.
- Failure to remove inappropriate piercings will result in one of the ways forward being pursued as detailed in 3.1.

3.1.13 Hosiery

- Tights are a requirement all year round for those students who chose to wear skirts.
- In the Autumn and Spring terms, these tights must be black and fully opaque.
- In the Summer Term, students are permitted to wear natural coloured tights.
- We recommend that students bring a spare pair of tights to college in case of a snag or ladder in the pair they are wearing.
- Failure to wear tights or failure to wear the correct tights will result in one of the ways forward being pursued as detailed at 3.1.

3.1.14 Headscarves

- Headscarves worn for religious reasons should be plain black with no pattern.

We ask that parents/carers mark all items of clothing with the student's name, in order for us to return any lost possessions to the rightful owner.

We will contact home whenever there is a problem with uniform. Should there be any questions as to what is acceptable college uniform please contact the college to clarify matters before purchase. Ideally please send the college a photo of the item if you are concerned it might not meet college policy. Alternatively, keep the receipt and bring the item to college and we can look at it to confirm that it complies with our policy. In this way families avoid unnecessary expense.

Any items of clothing that are not part of our official uniform will be confiscated. Students can collect confiscated items at the end of the college day from reception. For repeat offences, parents may be contacted and asked to collect the item of prohibited uniform from college reception.

The responsibility is on parents/carers to send their child to college in correct uniform. The college will monitor uniform but we expect families to stick to our policies. It is no defence on the family's part that a deliberate breach of college policy was not spotted earlier in the year.

We understand that for some families finances are tight. We believe that by doing all we can to eradicate fashion items at the college, we are assisting all families in keeping costs down. Nevertheless if you do have a particular problem, please contact your child's tutor in the first instance.

The college reserves the right to amend the uniform and appearance policy when necessary. We will always endeavour to be reasonable in our deadlines for changes in policy where applicable.

The college has the final say in any matters regarding uniform.

3.1.15 COVID Response (students and parents/carers will be notified if this comes into force again)

In response to the COVID pandemic the school has updated its uniform policy for this period. This will be reviewed regularly and at such time when the curriculum is able to change based on Government guidance

will be amended and we will return to our normal operating procedures. This will be clearly communicated with students and parents/carers. However, on the days that students have PE and Dance they should wear their Bishop Perowne PE/Dance kit to school to access these lessons. This will be their school uniform for these days only. Although PE/Dance kits have not changed the following will also be acceptable on these days:

Tracksuit bottoms or leggings instead of shorts/skirts. These should be as plain as possible (with minimal logos) and in black or navy blue

A sweatshirt or hoodie - preferably school branded or as plain as possible (with minimal logos), in black or navy blue

This will ensure that our students will be appropriately dressed and able to learn in their other lessons on that day as well as being warm and comfortable. They should wear their normal full Bishop Perowne uniform on all other days.

4 DISSEMINATION

4.1 Promoting Awareness

We will raise awareness of this policy via:

- The College website www.bishopperowne.co.uk
- Meetings with College personnel and volunteers
- Reports such as the annual report to parents and Headteacher reports to the Governing Board

4.2 Training

All school personnel:

- Receive training on induction which specifically covers:
 - All aspects of this policy
- Receive periodic training so that they are kept up to date with new information;
- Receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications.

4.3 Monitoring the Effectiveness of the Policy

This policy will be reviewed every two years or when the need arises.

5 GLOSSARY

Glossary of terms used within this policy and procedure document. For the full Glossary of terms used at Bishop Perowne CE College, please refer to the document “REF-02 Glossary of Terms”.

A

Any enquiries regarding this publication should be sent to us at

Bishop Perowne C. of E. College,
Merriman's Hill Road,
Worcester,
Worcestershire,
WR3 8LE

T: 01905 746800

F :01905 746846

E: info@bishopperowne.co.uk

This document is also available from
our website at
www.bishopperowne.co.uk