



# School Uniform Policy

Last Reviewed	February 2018
Next Review Date	July 2025
Ratified by the Headteacher	July 2022

# HORSFORTH SCHOOL

## School Uniform Policy

### 1 Aim

At Horsforth School we have high expectations and this is also the case with our uniform. We aim to have a uniform that is sensible, practical, affordable, and easily maintained; and one that students will wear with pride. Students should be dressed smartly and in an appropriate and safe way; fit for a learning environment and ready to learn. Every student is expected to meet our high standards of dress and to take a pride in their appearance. The uniform contributes to our school ethos and values.

### 2 Objectives

- To set high standards of dress across the school
- To outline the consequences and sanctions for students not meeting expectations.
- To encourage students to take a pride in themselves and in their school.
- To ensure students from less affluent homes are not disadvantaged.
- Uniform to remain high profile and to be monitored by all staff as a measure of our high standards.

### 3 Procedures

Procedures to support this policy are appended:

- Appendix 1 Procedures for Monitoring and Sanctions
- Appendix 2 The School Uniform (Years 7 to 11 Inclusive)
- Appendix 3 The PE Uniform
- Appendix 4 Hair, Make up and Jewellery
- Appendix 5 Post-16 Dress Code
- Appendix 6 Statement on Affordability and Suppliers

### 4 Evaluation

*This policy/procedure will be evaluated every three years to ensure it is still fit for purpose. Circumstances may require more frequent modifications such as exploring our supplier tender options and reviewing these tender options. The next review of tenders for uniform suppliers will be Spring Term 2023. On 8<sup>th</sup> May 2019, the Trustee Board delegated responsibility to evaluate and ratify this policy/procedure to the Headteacher.*

### 5 Authors

This policy has been updated by Sarah Nowell in July 2022

## **Appendix I**

### **Procedures for Monitoring and Sanctions**

Students can expect to be challenged if they fall short of our high expectations. All staff will monitor uniform. Students at Horsforth School are ambassadors for themselves and for our school when they are in school and out in the community. Students may be sent to Inclusion or sent home for repeated uniform comments. Similarly with PE kit; students must organise themselves and bring kit to school when required. They are expected to borrow some if they forget. Repeated failure to bring kit can also lead to further sanctions and parents/carers will be contacted.

It is the responsibility of all Pastoral staff on gates, entrances to check uniform as part of the general greet and meet. Tutors at am registration will check school uniform in detail at the start of the day to ensure students are ready to learn and the basics are met. A uniform planner comment will be given if the expectations are not met and whereby the uniform breach is easily rectifiable. (a loaned item, a readjustment) If the breach is serious and not rectifiable, the student will be withdrawn from mainstream lessons to the inclusion unit so that staff can help sort and address the issue. If this cannot be done with loaned items or a student refuses to change, the student will remain in the incision unit for the rest of the day and parents will be notified. Comments for lesser breaches will be issued by staff in all lessons, in and around school and Tutors must monitor and act when standards fall short.

Examples of when a uniform comment will be given:

No tie; tie undone; shirt hanging out; top button undone; wrong colour socks; wrong colour hair accessory; inappropriate jewellery; nail varnish and incorrect PE kit.

If there is a more serious challenge, a breach of uniform policy, or a repeated offence then students will be withdrawn from mainstream lessons until the issue is resolved. Students will be sent to the inclusion unit and parents/ carers will be informed. In some cases, school may either lend items of uniform or parents/carers may have to bring correct items to school in order for students to return to lessons. For serious breaches which cannot be rectified, students will remain in the inclusion unit until the issue can be resolved.

Examples of when this may occur:

Incorrect hairstyle or colour; incorrect footwear; facial piercings; no jumper; wrong skirt; incorrect trousers and/or repeat offences.

### **Dissemination of Uniform Policy**

Students are informed about uniform through assemblies, Tutor time, PB, classroom expectations and the student planner. Parents are reminded of the uniform at the Year 6 Transition events and via the School website, Headteacher's newsletters, the student planner, regular updates and parents' evenings or events.

**Current supplier details can be found on the school website.**

## Appendix 2

### The School Uniform (Years 7 to 11 Inclusive)

BOYS	GIRLS
<p>White smart cotton shirt- no polo tops</p> <p>Top button fastened, tucked into waistband.</p> <p>School tie should be for the correct Year Group. It should be visible, revealing the coloured stripes.</p>	<p>White cotton smart shirt – no cropped blouses, polo tops</p> <p>Top button fastened, tucked into waistband</p> <p>School tie should be for the correct Year Group. It should be visible, revealing the coloured stripes.</p>
<p>Black logo jumper - No cardigans to be worn</p>	<p>Black logo jumper -No cardigans to be worn</p>
<p>Black tailored trousers</p> <p>Trousers should be plain: no patches, extra pockets. No denim, no cords. Not hipsters, not tight fitting or skinny fit.</p> <p>Black belts only.</p>	<p>Black tailored trousers <u>or</u> school logo skirt</p> <p>Trousers must be plain and a tailored fit: no patches, extra pockets, buttons.. No denim, no cords. No hipsters, No leggings. Trousers should not be a jersey material that resemble leggings or jogging suit trousers. They should not be skin tight</p> <p>Black belts only. Skirts <u>must be</u> the school logo skirt only. (available at stockists) Worn no higher than 5cm above the knee.</p>
<p>Plain black shoes only, including black soles made of leather or leather imitation. Black shoes laces.</p> <p>No trainers, no pumps, no boots.</p>	<p>Plain black shoes only, including black soles made of leather or leather imitation, black laces</p> <p>Flat, no heels. No trainers, no pumps, no boots. no sandals</p>
<p>Plain black, grey or white socks.</p>	<p>Plain black or white ankle or knee socks only. No over the knee socks.</p> <p>Plain black thick tights.</p>

**Current supplier details can be found on the school website.**

## Appendix 3: The PE Uniform

<b>BOYS AND GIRLS</b>	
<b>Trainers</b>	Must be sport-specific and appropriate for PE
<b>Socks</b>	Must be green, knee-length sport socks
<b>Shorts or tracksuit bottoms</b>	Must be plain black and possess the Horsforth School logo
<b>T-shirt</b>	Must be plain white and possess the Horsforth School logo
<b>Outdoor top</b>	Must be a reversible green and black, long-sleeved top
<b>Fleece (<i>optional</i>)</b>	Must be plain black and possess the Horsforth School logo
<b>Other items</b>	Shin pads for some activities (football and hockey)

**Current supplier details can be found on the school website.**

## Appendix 4: Hair, Make up and Jewellery

### **Hair:**

- Hair must be neat, tidy and of a style acceptable to the school, avoiding extremes. Students should avoid extremes of personal appearance. This includes hair colouring and haircuts. Hairstyles should not reflect the extremes of youth culture. Hair colourings should be a natural colour only and hair should be cut no shorter than 'Number 1' grade, closed shaved hair is not acceptable, this includes full or partial saving.
- Hair length should be blended and graduated, with no lines or steps cut in, with no tramlines.
- Hair should not be dyed (either permanent or semi-permanent) beyond colours close to natural hair colours (e.g. extreme bleaching and/or red, pink, blue or purple colours). Hair should be only one colour and not a combination of 2 or more complementary or contrasting colours e.g. black hair with blonde streaks would be inappropriate.
- The expectation is that long hair will be tied and secured away from the face, neck and shoulders when learning activities dictate e.g. sport and practical work in a science laboratory.
- Hair clips and hair bands and other hair-retaining devices should be plain black in colour and discreet.
- Headscarves should be plain black or white. Ties must be worn under these at all time.

### **Make up and jewellery:**

- Ideally no jewellery should be worn.
- A watch is permitted.
- One single plain, flat ring is permitted.
- One single pair of plain ear studs (not hoops/rings/flesh tunnels) can be worn, one in each ear bottom lobe, not in other areas of the ears.
- No other items must be visible.
- Necklaces and Bracelets in any form are not to be worn. The only exception is the Sikh Kara.
- Tongue piercings, facial jewellery or similar body piercings must never be worn.
- Any new piercings/flesh tunnel procedures that require a 'healing period' should only take place during school holidays that are long enough to accommodate this healing process.
- All piercings (other than what is allowed as stated above\*) must be removed and not simply covered up with plasters during school time.
- No jewellery should be worn during physical education or other practical activities.
- Ideally no make-up; where this is worn, it should be very light and discreet.
- Tattoos (permanent or semi-permanent) should not be visible.
- Coloured nail varnish and false nails are not allowed. No false, acrylic, gel or shellac nails. No false eyelashes.

## Appendix 5

### Post-16 Dress Code

All students joining our Post 16 will be expected to wear suitable smart dress in line with office wear. Post-16 students enjoy the freedom of not wearing a set uniform but must wear smart clothing appropriate to a learning environment and set an example to the lower school. School dress is a visible signal that students are ready to learn and take their learning seriously. Upon the academic year 2022-2023 the Director of Sixth Form is to discuss the policy with The Sixth Form Council to gain their opinions with a view to reviewing the sixth form dress code.

BOYS	GIRLS
Trousers: preferably dark in colour and tailored. Jeans: Smart with no rips or tears T shirts: no slogans A sweater, jumper or shirt. Dark coloured shoes or smart trainers	Trousers or a skirt: preferably dark coloured and tailored. Lycra-rich 'tube' skirts are not acceptable. Dresses and skirts must be an appropriate length and leggings or variants on them (jeggings, treggings etc.) are not an alternative to trousers. Jeans: Smart with no rips or tears T shirts: no slogans A sweater, jumper or shirt.
Extreme hairstyles and colours are not permitted.	Extreme hairstyles and colours are not permitted.
Facial piercing and ear 'plugs' or stretchers are not permitted.	Facial piercing and ear 'plugs' or stretchers are not permitted.
No beach wear (including shorts) or outdoor clothing to be worn in School	No beach wear (including shorts) or outdoor clothing to be worn in School
	No Ugg boots

## Appendix 6

### Statement about Affordability and Suppliers

We regularly review and explore local suppliers for our uniform to ensure affordability, fair and uncompetitive prices. We review our tenders and will go out to tender every 3 years.

There are very few suppliers in the immediate area and we need to keep suppliers in the area to support local parents.

We currently use two local suppliers: Whitakers, Farsley and PC sports, Yeadon

These suppliers are the two most local and are easily accessible, there are very few local suppliers and we have found these to be very competitive, fair in their pricing and with only having two, it means there is no monopoly over our uniform and therefore this reduces the risk of one supplier hiking up all prices.

We quality assure our suppliers and have benchmarked our costs against other local schools and we are either in line or cheaper as other local schools as we do not have a blazer and we will not issue a blazer for this reason.

To drive down cost we ensure that logo items are at a minimum. We only have one logo item for the main uniform, which is the jumper. The logo skirt is optional and girls can wear non-logo trousers if they choose wish. All main items of uniform can be bought at supermarkets and a range of low-cost establishments.

Our PE uniform was changed 3 years ago and we did consult with parents in 2019/20. The policy was changed to ensure our PE kit was more affordable by being more streamlined, unisex, and uncomplicated as it can be passed down to siblings of any gender or worn as second hand by any gender.

By using logo items for some items of the PE kit, we have driven costs down due to items being cheaper than basic or named sports shops. This has been benchmarked and we will continually do this for reviews of this policy.

To support parents further, we also give options of additional but not statutory logo items for PE such as the trousers and fleece. We do not specify type or brand of pump/trainers and these can non-brand trainers can be purchased at supermarkets and other low-cost shops.

We have a hardship fund in school for all parents / carers to apply for if they require assistance. If this is the case, we ask parents to contact the finance office in the first instance and this can be done via the main school email address.