

# UNIFORM & CODE OF APPEARANCE POLICY

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## BASIC BELIEFS

Yarrowonga College P-12 has a school uniform and code of appearance that promotes students' sense of identity with and pride in the school, as well as enhancing the profile, image and identity of the College within the local community. Issues of equality, health and safety, preparation for the workplace, and expense are also factors that contribute to the College's uniform and code of appearance.

## AIMS

- To promote students' sense of identity with and pride in the school
- To provide a functional, practical & cost effective uniform that ensures that students are dressed safely and appropriately for all activities
- To allow all students to feel equal, preventing bullying and reducing competition between students on the basis of clothing and appearance
- To enhance the profile, image and identity of the College and its students within the wider community
- To prepare students for expectations of the workplace

## GUIDELINES FOR ACTION

- The College uniform will be developed by a nominated working party from school council. This will involve community consultation via student, parent and staff surveys, information in newsletters, focus groups and open invitations to join the working party. Student input will be sought and nominated students will wear proposed items for display and promotion. Regular updates will be communicated via the newsletter, school website, displays in the general office(s) and parent information nights.
- The Uniform Policy and code of appearance applies during school hours, while travelling to and from school, and when students are on school excursions (unless otherwise specified).
- Summer and winter uniforms, as well as sports uniforms for Years 5 – 12, are prescribed and required to be worn.
- Body piercing is permissible in the ears. Small single nose studs are also acceptable. All other facial piercings (e.g. eyebrow, chin, lip, neck, etc.) are NOT permitted due to OHS reasons and must NOT be worn at whilst at school. These piercings CANNOT be taped and MUST be removed.
- Students refusing to remove facial piercings will be sent home. Teachers must report this to the Year Level Coordinator or PCO/Leadership Team for follow up.
- No obtrusive jewellery is to be worn. In practical classes, for safety reasons, teachers may request that no jewellery be worn.
- Hair is to be clean and neatly groomed. Facial hair, if present, must also be neat and tidy.
- As a Sunsmart School, all staff and students are required to wear the College bucket hat outside from September until the end of April. (*Refer to Sunsmart Policy for more details*)

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- The student uniform and code of appearance policy including details of uniform items and uniform supplier, will be published in the newsletter at the start of each year, as well as in the student planner.
- The Student Engagement Team, together with the PCO/Leadership team, will be responsible for the implementation of student uniform and code of appearance policies, in a manner consistent with the Student Engagement Policy.
- Parents are expected to provide a note if their child is not in full school uniform. This note needs to detail why the student is out of uniform and when this will be rectified.
- Students refusing to comply with the uniform policy will be dealt with in the following way:
  - An explanation letter and a copy of the Uniform Policy will be sent home to students who are regularly not in full school uniform. This will be completed by PCO /Leadership Team/ Student Engagement Team.
  - If this continues a second letter will be sent home with a reply slip for the parent to complete.
  - If the child still refuses to comply with the uniform policy, the PCO /Leadership Team/ Student Engagement & Wellbeing Leader will make contact with parents via telephone to discuss the matter.
  - Those students still refusing to comply will need to complete an afterschool detention.
- Records of students out of uniform will be maintained by the office as part of the collection of daily attendance data.
- Families having difficulty meeting the cost of uniform items can contact the College for assistance. The State Schools Relief provides assistance with school clothing and footwear via school principals.
- Parents seeking exemptions to the Uniform and Code of appearance Policy due to religious beliefs, ethnic or cultural background, student disability, health condition or economic hardship must apply in writing to the School Council. The Principal is responsible for managing and conducting the exemption process.
- School Council will consider the uniform and code of appearance policy each year to determine if either a full review or minor amendments are required.
- School Council will enter into a formal written contract with a chosen supplier, following an advertised tender process. School Council will ensure that an appropriate contract (available from Legal Services Unit, DEECD) is used.

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## Uniform appendix 1

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| <b>Shirts</b>   | <b>Dress/ Skirt</b>  |
| <ul style="list-style-type: none"> <li>Jade and navy polo shirt with College logo (Short sleeve and long sleeve)</li> <li>White shirt with school logo</li> </ul>   | <ul style="list-style-type: none"> <li>Navy skort</li> <li>Navy skirt (Secondary Campus only)</li> <li>Blue and white checked school dress</li> <li>Jade, navy and white tartan skirt</li> </ul>   |
| <b>Warm Tops</b>  | <b>Pants/Shorts</b>  |
| <ul style="list-style-type: none"> <li>Jade and navy jacket with College logo</li> <li>Soft Shell Jacket with school logo</li> <li>Vest with school logo</li> <li>Jade and navy windcheater with College logo</li> </ul>  | <ul style="list-style-type: none"> <li>Navy shorts</li> <li>Navy pants – tailored or track pant option</li> </ul> <p><b><u>No leggings</u></b></p>   |
| <b>Socks/Tights</b>   | <b>Hats</b>  |
| <ul style="list-style-type: none"> <li>Plain white or black socks</li> <li>Navy tights</li> </ul>   | <ul style="list-style-type: none"> <li>College Sun Smart bucket hat</li> <li>College Beanie</li> </ul> <p><b><u>No Caps</u></b></p>  |
| <b>Shoes</b>  | <b>Hair/Headwear/Make-Up</b>   |
| <ul style="list-style-type: none"> <li>Black School Shoes</li> <li>Runners that are safe and secure and appropriately supportive</li> <li>MUST be closed in toe and heel, with laces, buckles or Velcro</li> <li>NO slip on shoes, open toe shoes or fashion boots</li> </ul> | <ul style="list-style-type: none"> <li>All headwear including religious or cultural headdress, headbands and hair accessories, MUST be in line with school colours of Jade, Navy or White</li> <li>Students with long hair (below shoulders) MUST be tied back at all times. Hair also needs to be pinned back if it covers the eyes.</li> </ul> |
| <b>Sport/Phys Ed</b>  | <b>School bag</b>  |
| <ul style="list-style-type: none"> <li>Skins may be worn for PE sessions. It is expected students change back in to appropriate school uniform for other classes.</li> </ul>  | <ul style="list-style-type: none"> <li>Optional- Can be purchased through the school.</li> </ul>   |

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| <b>Date Implemented</b>                          | November 2010  |
| <b>Author</b>                                    | Jo McCarthy / Kelly McKay  |
| <b>Approved By</b>                               | School Council /Policies sub-committee   |
| <b>Approval Authority (Signature &amp; Date)</b> |  |
| <b>Date Reviewed</b>                             | October 2016   |
| <b>Responsible for Review</b>                    | Campus Principal   |
| <b>Review Date</b>                               | November 2011 – considered annually to determine full review or minor amendments<br>October 2019   |
| <b>References</b>                                | Victorian Government Schools Reference Guide – section 4.8<br>Sunsmart Policy<br>Student Engagement Policy<br>Legal Services Unit – <a href="mailto:legal.services@edumail.vic.gov.au">legal.services@edumail.vic.gov.au</a><br>State School Relief – section 6.25 |