



Overleigh St Mary's CE Primary School

School Uniform Policy

Headteacher

08.02.23

Date:

Chair of governors

08.02.23

Date:

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Statement of intent

Overleigh St Mary's CE Primary School believes that a consistent school uniform policy 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. It also supports our Vision in ensuring a sense of community and pride in our school.

This policy lays out the measures the school has taken to ensure a consistent, fair and inclusive uniform policy, 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.

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. In addition, we include a level of flexibility to ensure children and their families have options to choose from that best meet their personal preferences whilst maintaining an overall collective identity.

1. Legal framework

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

- Education and Inspections Act 2006
- Education Act 2011
- Human Rights Act 1998
- Equality Act 2010
- The UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018

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

- DfE (2021) 'Cost of school uniforms'
- DfE (2021) 'School Admissions Code'
- DfE (2021) 'School uniforms'

This policy operates in conjunction with the following school policies:

- Complaints Procedures Policy
- Good Behaviour Policy
- 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 policy.
- 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 on a day-to-day basis.
- Ensuring that staff understand this policy and what to do if a pupil is in breach of the policy.
- 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.

Staff members are responsible for:

- Ensuring that pupils dress in accordance with this policy at all times.
- Challenging and providing support for pupils who are in breach of this policy.
- 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 policy.

- Informing the headteacher if their child requires an adaptation to the uniform policy for a limited period of time, including why.
- Ensuring that their child's uniform is clean, presentable and the correct size.
- Ensuring uniform items are named so they can be identified if misplaced.

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 policy does not discourage parents from applying for a place for their child.

The school will assess the overall cost implications of its uniform policy regularly, including prior to making any changes to the school uniform. When evaluating whether costs are reasonable and proportionate, the school will take into account 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 due to costs.
- 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 keeps variations in school uniform for different groups of pupils, e.g. Pupil Parliament and Head Pupil, to a minimum where possible to ensure that pupils can get the most wear out of their uniform possible and that parents can pass some items down to younger siblings.

The school keeps branded uniform items to a minimal level that is reasonable for all members of the school community and includes the choice to wear non branded items. The school defines a branded uniform item as any item of clothing that cannot be purchased at a range of retailers, including by virtue of logos, colours, design and fabrics. Where the school decides to require an item of branded clothing, it will conduct an assessment to ensure prices are kept as low as possible, and always maintain the option to wear a non-branded option available from general retailers.

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.

We review our suppliers annually to ensure value for money and any savings negotiated are passed to parents where possible. More information on supplier processes can be found in the 'School uniform supplier' section of this policy.

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 discriminating against any protected characteristic unlawfully very seriously, and aims to ensure that the uniform policy is as inclusive as possible so that all pupils are supported to access a school uniform which is comfortable, suitable for their needs, and reflects who they are.

The school ensures that school uniform's cost does not disproportionately affect any pupils by ensuring that uniforms are not gender specific and all items are available from a wide choice of retailers as well as from a branded supplier.

The school will ensure that parents and pupils are consulted over any changes to school uniform, and that views and advice is sought specifically from pupils, and parents of pupils from a range of groups including those from disadvantaged, culturally diverse and SEND groups.

The school implements a gender-neutral uniform, meaning that pupils are not 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.

The school ensures that pupils who are required to follow certain dress requirements, e.g. by virtue of their membership of a particular religious or cultural group, are afforded flexibility to allow them to wear a uniform that adheres to their requirements as far as possible. The school endeavours to meet all requests for amendments to the uniform for these purposes; however, will ensure that the needs and rights of individual pupils are weighed against any health and safety concerns for the entire school community.

Parents' concerns and requests regarding religious clothing are dealt with on a case-by-case basis by the headteacher and governing board, and always in accordance with the school's Complaints Procedures Policy.

The school ensures that the needs of pupils with SEND and/or sensory difficulties are considered in the uniform policy, e.g. ensuring soft, stretchy fabrics and avoiding intricate buttons or hard seams; however, where the needs of these pupils cannot be met in the standard uniform policy, 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 Procedures Policy.

To make a complaint, parents should refer to the Complaints Procedures 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 circumstances that cannot be reasonably met within the current provision.

6. School uniform supplier

Our current school uniform supplier is:

Uniformity

22-26 Handbridge, Cheshire, Chester CH4 7JE

Phone 01244 680187

Our school uniform supplier accepts school uniform assistance vouchers.

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 at least every five years, whether changes to the uniform are made or not, in line with the Tendering and Procurement Policy. 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 ensuring standard-style items are available from other retail outlets such as supermarkets.

The school does not sign contracts with suppliers before requesting visualisations of proposed uniform, as well as fabric samples.

Where the school is proposing to change suppliers, it will begin the process by March for the September change.

7. Uniform assistance

The school supports vulnerable families in meeting the costs of uniforms. School uniform assistance is available for qualifying children from Pupil Premium Funds where necessary.

Eligible for FSM and therefore PP. Eligibility is 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 should complete the [School Uniform Assistance Application Form](#) and return it to the school office.

The school holds an extensive stock of second-hand school uniforms that are in good condition by the gym for parents to access on request to class teacher or the office. Parents are invited to donate their child's uniform when they no longer need it.

8. Non-compliance

Staff members will challenge pupils for breaching this policy, in accordance with the school's Good Behaviour Policy. Staff will act according to the age and vulnerability of the child to ensure the child / parents understand what must be corrected and by when. Where possible staff will find an item of uniform for the child to borrow until they can bring their own uniform in. They will be asked to return the borrowed items to school freshly laundered.

Where an older child is corrected about their uniform and there is no improvement within a five day period, a phone call or face to face catch up with the parent will be initiated by the staff member to find out if any support is required and to make expectations clear and agree next steps to ensure compliance.

9. School uniform

School colours

Our school colours are as follows:

- Red
- White
- Grey

Clothing

The school uniform is as follows:

Item	Optional or required	Branding	How to acquire	Cost per item from school supplier
Regular school uniform				
Red sweatshirt or cardigan	Required	School logo on right-hand side or non branded.	Branded sweatshirt and cardigan available from school supplier and second hand from school office. Red sweatshirt or cardigan can be bought from regular retailers.	£XX.XX
White or red polo shirt	Required	School logo on right-hand side or Non branded	Available from school supplier, second hand from school office and available from regular retailers.	£XX.XX
Red school fleece / coat	Optional	School logo on right-hand side or non branded item	Available from school supplier and regular retailers.	£XX.XX
Grey, trousers, skirt, or pinafore and socks or tights.	Required	No branding	Available from regular retailers or second hand from the school office.	N/A
Sensible, plain black school shoes	Required	No branding	Available from regular retailers.	N/A
PE kit				
Plain white t-shirt	Required	School logo on right-hand side or non branded	Available from school supplier and regular retailers.	£XX.XX
Plain black shorts	Required	School logo on right-hand side or non branded	Available from school supplier and regular retailers.	£XX.XX
Trainers or black PE pumps	Required	No branding	Available from regular retailers	N/A
Red or Black Small drawstring bag	Required	School logo or non branded	Available from school supplier and regular retailers.	£XX.XX
Accessories				
School book bag	Optional	School logo	Available from school supplier.	£XX.XX

High heels are not permitted; and in the summer when children may wear sandals, these must have a strap to hold the foot in safely. Crocks and flip flops are not permitted.

Children may bring a pair of plain black jogging bottoms or leggings in their PE kit for the colder months. Parents are responsible for ensuring their child brings their PE kit to school when needed.

Jewellery

Permitted jewellery that may be worn is:

- A single or pair of stud earrings – no other piercings are permitted.
- A smart and sensible wrist watch.

Jewellery is the responsibility of the pupil and not the school. Lost or damaged items will not be refunded. All jewellery must be removed during PE lessons. Children must be able to remove their own earrings for PE.

School bag

Pupils must use an appropriately sized waterproof bag to carry their equipment to school. This should be a small rucksack or bag they can manage to carry themselves. We have limited room in cloakrooms so children who bring bags that are unnecessarily large will be asked to bring a smaller bag.

The school encourages pupils to bring non-valuable bags to school. The school will not be liable for lost or damaged school bags.

Pencil Cases are not permitted for school. We provide all the necessary items children will need.

Toys and games should not be brought to school unless by prior agreement with a member of staff.

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 taken into account where any judgements on appropriateness are to be made, and parents will always have the freedom to complain via the school's Complaints Procedures Policy. Hair should be of a natural colour.

Pupils with shoulder length or longer hair must have it tied up, preferably with black or red clips and / or bobbles.

The following hairstyles are not considered appropriate for school:

- Brightly-coloured, dyed hair.
- Headwear with bold patterns or colours.
- Excessive hair accessories.

Makeup

The school rules on makeup are as follows:

- Makeup is not permitted.
- False nails and nail extensions are not permitted.
- Only clear nail varnish may be worn.
- Temporary tattoos are not permitted.

10. Adverse weather

All pupils are required to wear weather-appropriate clothing e.g. a waterproof coat, scarf, hat and gloves during adverse weather.

For hot temperatures, this includes:

- Not being required to wear school sweatshirt or cardigan.
- Sunhat or cap.

- Sunscreen (All day protection products are best, where re application will be required, staff can supervise this but the child must be able to apply it themselves.)

11. Labelling

All pupils' clothing and footwear should be clearly labelled with their name.

Any lost clothing is be taken to the lost property shelves by the gym or in cloakroom areas. Lost property is gathered and put on display for children and families at the end of each term, any unclaimed items are then recycled wherever possible and disposed of.

School Uniform Assistance Application Form

Children who attend Overleigh St Mary's CE Primary School may be eligible for school uniform assistance if they are entitled to Pupil Premium funding.

This scheme is open to all eligible families and school will work with parents to try and provide all the support that can be reasonably provided.

Part 1: Details of parent

Your full name:	
Title:	
National insurance number:	
Address:	
Postcode:	
Mobile no.:	
Landline no.:	
Email address:	

By supplying us with a phone number or email, you agree to being contacted.

Part 2: Details of each dependent child you are applying for

Surname	Other names	Date of birth

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: _____

The office will contact you to discuss your application and to explore ways forward. Please be reassured this is a confidential process.