
COLLEGE UNIFORM POLICY

Person(s) Responsible:	Mr J Cleary
Governors' Committee:	Student Welfare & Community Committee
Last Review Date:	Summer 2022
Next Review Date:	Summer 2023
Status:	Recommended

Vision

Students will wear their uniform with pride and always conduct themselves appropriately when representing the College whether in College or off site in the community. The College uniform plays a valuable role in contributing to the ethos of Collingwood College and allows all students to feel equal to their peers.

Aims and objectives

The College will consult and listen to parents' and students' views to agree a smart, sensible uniform which is affordable, practical and avoids problems for parents of competitiveness of dress. All parents will support us to ensure that correct uniform is worn at all times.

College uniform will:

- promote a sense of pride in the College;
- engender a feeling of community and belonging;
- be practical and smart;
- identify the student with the College;
- not be distracting in class (as fashion clothes might be);
- make students feel equal to their peers in terms of appearance;
- be regarded as suitable and good value for money by most parents;
- be designed with health and safety in mind.

Expectations

All students must wear the correct College uniform at all times during the College day. This includes to and from College, as well as during some College organised events that occur outside the normal College day. All students, supported by their parents, will take personal responsibility for the presentation of their uniform and will ensure their uniform is worn correctly and consistently.

Parents must contact their child's Year Manager if there are any personal circumstances preventing their child from wearing the correct uniform, in order to make provisions for an immediate or swift resolution. All uniform issues will be resolved as soon as feasibly possible or, in exceptional circumstances, at the discretion of the College. The College will stock supply of uniform which will aid the resolution.

Supplier/Cost of uniform

We will ensure that the cost of uniform does not deter any family from applying for a College place for their child, nor lead to them feeling socially excluded or unable to afford parts of the uniform. The uniform supplier is reviewed annually to ensure that good quality clothing is provided at an affordable price, which best suits the needs of all students. If there are any changes to the supplier of College uniform, parents/carers will be notified in due course and with sufficient time to reasonably implement any changes.

Application of the Uniform Policy

The role of Staff

All staff have a responsibility for monitoring that students are correctly dressed in class and elsewhere on the College site. Appendix A, B and C details the College's expectations for uniform items and appearance.

The role of Parents

It is the responsibility of parents to ensure that their child attends College wearing correct uniform. Parents **must** ensure that their child has the correct uniform, and that it is clean and in good repair.

The role of Governors

The Governing Board supports the Principal in implementing the College uniform procedure. It considers all representations from parents regarding this procedure and liaises with the Principal to ensure that the procedure is implemented fairly and with sensitivity.

It is the Governors' responsibility to ensure that the College uniform meets all national regulations concerning equal opportunities, and that our College Uniform Policy is consistent with our policy on equal opportunities.

Governors ensure that the College uniform procedure helps children to dress sensibly, in clothing that is hardwearing, safe and practical.

Monitoring and Review

When monitoring this policy, through its committee work, the Governing Board will seek the views of parents, to be sure that they agree with the policy and support it;

This Policy will be reviewed via Parent and Student Focus Groups, and the Governing Board every two years, or earlier if considered necessary.

Financial Support

Where there are cases of genuine financial hardship the College will be flexible and supportive. Parents should contact Year Managers in these circumstances to discuss the situation. The College will take an inclusive approach to any attire required to be worn in line with religious beliefs or as a result of a disability.

Students not conforming to the College Uniform Policy

A student not conforming with the Uniform Policy will be challenged in College. Where appropriate the student will be supplied with the item of uniform for the remainder of the day. In very exceptional circumstances, approved by Pastoral Leaders, a temporary uniform note will be issued. All such items supplied will be returned at the end of the College day. In the event of such infringements parents will

be contacted and the student may be sent home in order that they rectify the issue with the uniform and then return to College. In the event a student is sent home to get changed or collect an item of uniform, he/she may be required to attend one or more detentions to make up for the time lost.

In the case of jewellery and other accessories, the student will be asked to remove the item, which will be confiscated. The College reserves the right to return confiscated items to parents only, and not students if students have needed to be challenged on more than one occasion about a particular uniform problem.

The Principal is the final arbiter in all matters of uniform and dress.

Uniform Procedures

- Form Tutors will check uniform during registration and ensure students are appropriately dressed to start the day, eg. polo shirts tucked in. Where students are wearing inappropriate items of uniform, Form Tutors will send them to Year Managers (YM) or Progress Leaders (PL). YMs/PLs will exchange inappropriate items for correct uniform (which should be returned at the end of the day). This uniform will be clean and in the case of black shoes, will be treated with anti-fungal spray as used at bowling alleys. Year Managers will record this on student records. (If a parental letter is received this will be noted, but the exchange will still happen.)
- If students refuse to wear the uniform that is provided, this will be dealt with as defiance; the student will be sanctioned and be taken out of general circulation or included. They will only return to normal lessons when they are wearing the correct uniform and have completed the sanction. When students cannot be provided with a replacement, a note will be provided by a senior member of staff to excuse their infringement and the student will be kept out of circulation at social times.
- Subject staff will check uniform at the start of every lesson and record the names of any students with incorrect uniform on students' records on SIMS.
- Staff will stand at the door of their classroom at the end of registration/lesson and dismiss students whilst enforcing uniform expectations.
- The Senior Leadership Team will reinforce these expectations at every opportunity – incorrect uniform will again be recorded on a student's record.
- Year Managers will carry out regular monitoring of uniform at the end of assemblies or on a scheduled morning.
- Where appropriate parents will be invited in to discuss persistent regular uniform infringements.

Sanctions/Rewards

- Each recorded uniform infringement will register on SIMS as a negative score of 1 point on a student's personal record.
- After three recordings a student will receive a uniform detention. Subsequent infringements will result in further stronger sanctions.
- After three infringements for inappropriate skirt length the student may be required to wear trousers for the remainder of the term/year.
- Regular checks will be administered by Form Tutors, with praise points added to a student's personal record if they are found to be in perfect uniform.

Appendix A – list of required and optional uniform for all students in Years 7-11 from Sept 2022

Item of uniform	Available to be purchased from College	Guidance / Description	Items / uniform variations not permitted
Shoes	Not available	<p>Plain, completely black leather/'leather-like' footwear suitable for College use. Maximum heel height 2"/5 cm.</p> <p>No alternative colours to black are permitted to be present on the footwear. These must be solid soles (no bubble soles or air compartments) and can be laced, slip-on or Velcro. All laces must be black.</p>	<p>No stiletto/high heeled shoes. No Sliders. No canvas/fabric/polyester uppers. No platform shoes. No Dolly shoes. No Plimsolls. No backless shoes.</p> <p>We advise against buying expensive fashionable footwear for College.</p>
Polo Shirt	Available from Brenda's, Camberley or Trutex Direct	White polo shirt with College logo – tucked in when wearing sweatshirt	No other colour shirt is permitted to be worn.
Trousers	Only available from Brenda's, Camberley	Plain black with 'shadow logo' – all Years	All other variations without the College logo. An extra pair of trousers, jogging bottoms or sports shorts under trousers are not permitted.
Shorts (optional)	Only available from Brenda's, Camberley	Plain black with 'shadow logo' – all Years	Must be worn with socks and shoes that adhere to College Uniform requirements.
Skirts	Only available from Brenda's, Camberley	Plain black with 'shadow logo' – maximum 3"/8cms above/below knee or not above fingertips as they sit by the individual's side.	All other variations without the College logo.
Sweatshirt	Available from Brenda's, Camberley and Trutex Direct	Round neck with College crest. Blue for Years 7-9 Black for Years 10-11	No other colour or style is permitted.

Headwear (Including Religious Headwear)	Not available	Plain blue or black	No caps or ski hats.
Socks	Not available	Plain black	No other colours are permitted.
Tights	Not available	Plain black or flesh/neutral coloured	No other colours are permitted. No patterns.
Belts	Not available	Plain black	No large buckles allowed.
T-Shirts/ Undershirts	Not available	A plain short sleeved white vest or T-shirt may be worn under the College shirt for extra warmth but <u>must not</u> be visible or instead of other layers (e.g. sweatshirt)	No other colour is permitted. No visible T-shirts. No patterns or logos on T-shirts are permitted
Coats/Jackets	Not available	Outside coats or jackets must have zips or buttons with no inappropriate lettering or logos. Must be worn on top of sweatshirt, not instead of, and removed in classrooms.	No significant marking or branding is permitted. No denim or leather jackets are permitted. No pullovers, no inappropriate lettering or logos. No non-zipped hoodies will be permitted, with the exception of those with the College logo (e.g. trip hoodies). These will only be permitted for a short duration prior to (2 weeks) and after the event (1 week). Hoods must be down at all times in buildings, and during warmer weather at discretion of staff.

Appendix B – list of required and optional PE uniform for all students in Years 7-11 September 2022

Item of Uniform **		Available from	Guidance / Uniform variations not permitted	
Indoor / Outdoor Kit	Collingwood Sports Polo OR Collingwood Fitted Sports Polo	Navy and blue with College logo	Brenda's and Trutex Direct	No other polo shirt is permitted
	Collingwood Sports Midlayer Top	Navy and blue with College logo	Brenda's and Trutex Direct	No other long sleeved sports top is permitted
	Collingwood Sports Shorts	Navy with College logo	Brenda's and Trutex Direct	
	Trainers	No plimsolls		Plimsolls are not permitted
	Socks	Navy football / rugby socks (outdoor) White socks (indoor)	Brenda's and Trutex Direct	White socks are required for any indoor lessons
	OPTIONAL PE KIT			
	Studded Boots (strongly recommended)	Moulded studs or fitted with British Safety Standard studs.		
	Tracksuit Bottoms	Black tracksuit bottoms are allowed to be worn over the shorts for added warmth.		
	Sports Leggings	Must be plain black (minimal branding).		
	Protective Sports Equipment	In accordance with guidance from the RFU, England Hockey and the Football Association, the College strongly recommends the use of appropriate safety equipment by students participating in contact sports to reduce the risk of injury. Shin pads should be worn by students participating in football lessons and fixtures and should be worn by students participating in hockey. Gumshields are strongly advised to be worn by students participating in rugby and hockey.		

*** There is no expectation that previous items of PE uniform that still fit are replaced. Students in Years 8 and above may therefore continue to wear previous versions of Collingwood PE Kit eg. shorts, skorts and reversible sports tops.*

APPENDIX C – details pertaining to appearance for all students in Years 7-11 Sept 2022

Appearance	Guidance/description	Variations not permitted
Piercings	<p>Students may only have ears pierced ONCE in each ear - one conventional stud earring no bigger than 4mm.</p> <p>Failure to adhere to this policy will result in the student having to remove the piercing, being isolated or sent home if they fail to do so. Please note it is not allowed for students to cover new piercings with a plaster.</p>	<p>No other style of earring (hoops) is permitted. No spacers, belly button or visible body piercings, nose studs, tongue piercings or any other facial piercings. During PE all jewellery must be removed for safety reasons.</p>
Hair	<p>Conventional hair styles only of a natural colour (i.e. blonde, black, brown, natural red) and should be uniform in nature.</p> <p>Failure to adhere to this policy will result in the student either being isolated or sent home. Long hair must be tied back in some lessons for safety reasons.</p>	<p>No other colour other than that stated can be applied. No bright colours or temporary hair colours. Students are not permitted to have any markings or tramlines shaved into their hair cut. No extreme haircuts permitted eg. Mohicans or less than a Grade 2 all over shave. Undercuts must adhere to this guidance too.</p>
Nails/Eyelashes	<p>Nail varnish or acrylic/gel nails are not permitted to be worn at any time. False eyelashes are not permitted. Failure to adhere to this policy will result in the student being asked to remove the nail varnish/nails and sanctioned or sent home if necessary.</p>	
Other Jewellery	<p>Medical bracelets are permitted to be worn.</p> <p>One ring per hand is permitted.</p> <p>Failure to adhere to this policy will result in the items being confiscated.</p>	<p>No other jewellery is permitted to be worn, even if for sentimental reasons.</p>
Watches	<p>Watches are allowed and encouraged in College</p>	<p>Smart watches may be asked to be removed during class tests or exams or as a result of inappropriate use.</p>

Tattoos	<p>It is a criminal offence to tattoo anyone under 18 unless a qualified medical practitioner does it for medical reasons.</p> <p>Any incidences of tattoos will be investigated by the College as an issue of child protection.</p>	
Make-up	<p>Make-up is not permitted to be worn at any time in Years 7 and 8. In Years 9-11 the discreet use of make-up is permitted.</p> <p>Failure to adhere to this policy will result in the student having to remove all traces of make-up. Persistent wearing of make-up will result in a higher sanction.</p>	
Electronic devices / phones/wires/ headphones	<p>Electronic devices may only be used at breaks and lunch times outside of the College Buildings or when authorised in teaching and learning at the discretion of the member of staff. Headphones are only permitted to be used when authorised in teaching and learning at the discretion of the member of staff. They should not be visible at any other time.</p> <p>Failure to adhere to this policy will result in the items being confiscated.</p>	
Bags and Pencil cases	<p>All bags must be large enough to hold and A4 folder whilst zipped up. All pencil cases should be clear/see-through.</p>	<p>Drawstring bags are permitted only for the carrying of PE kit. Over the shoulder 'book'/'record' style bags are not permitted.</p>