

School Uniform Policy



St Vincent's Catholic Primary School

Mission Statement:

To love, serve and learn as Jesus shows us

DOCUMENT STATUS

<u>Adopted by Governors following consultation with parents/carers:</u>	<u>Implemented:</u>	<u>Last reviewed and approved by Governors:</u>	<u>Next review:</u>
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Statement of intent

St Vincent's Catholic Primary School believes that a consistent school uniform policy is vital for:

- Promoting the ethos of a school.
- Providing a sense of belonging and identity.
- Setting an appropriate tone for education.

For the purposes of this policy, "uniform" includes the following elements of pupils' appearance:

- Clothing, including the school uniform itself, variations of the school uniform such as PE kits, and other clothing worn at school, e.g. non-uniform.
- Hairstyles and headwear.
- Jewellery and other accessories.
- Cosmetics such as makeup and nail polish.

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, is affordable, and provides the best value for money for both 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 a way that sets an appropriate tone for education.

- In writing and updating this policy, we have sought to:
- Engage with parents and pupils.
- Consider how this policy might affect groups represented in the school, especially those who share protected characteristics as defined by the Equality Act 2010.
- Consider how comfortable the uniform will be for pupils.
- Take a sensible approach to allow for exceptions to be made, e.g. during adverse weather.
- Ensure that the uniform is suitable and safe for pupils who walk or cycle to school.
- Choose a PE kit which is practical, comfortable, appropriate to the activity involved and affordable.
- Ensure the policy is easy to access and understand.

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
- Education (Guidance about Costs of School Uniforms) Act 2021

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

- DfE 'Cost of school uniforms'
- DfE 'School Admissions Code'
- DfE 'Developing school uniform policy'

This policy operates in conjunction with the following school policies:

- Complaints Procedure
- Behaviour Policy
- Single Equality Policy

2. Roles and responsibilities

The governing body is responsible for:

- Establishing, in consultation with the Executive Headteacher, Head of School 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 child by virtue of their protected characteristics or socio-economic status.
- Listening to the opinions and wishes of parents, children and the wider school community regarding changes to the school's uniform.
- Ensuring that the school's uniform is appropriate, practical, accessible and affordable for all pupils.
- 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 Executive Headteacher and Head of School are responsible for:

- Enforcing the school's uniform on a day-to-day basis.
- Ensuring that teachers understand this policy and what to do if a child 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 body.
- Providing pupils with an exemption letter as appropriate, e.g. for a pupil who has a broken arm and requires a loose-fitting top.

Staff members are responsible for:

- Ensuring that children dress in accordance with this policy at all times.
- Where appropriate to their role, disciplining pupils who are in breach of this policy.
- Ensuring that children 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 Executive Headteacher or Head of School if their child requires an amendment or an exemption to the uniform rules, with a reason why e.g. due to their child's protected characteristic, due to the cost of the uniform.
- Ensuring that their child's uniform is clean, presentable and the correct size.

Children are responsible for:

- Wearing the correct uniform at all times, unless the Executive Headteacher or Head of School 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

In accordance with the 'School Admissions Code', the Executive Headteacher and Head of School will ensure that the school's uniform requirements do 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.
- LAC and Previously LAC.

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 or where spare items are likely or be needed.

The school will keep variations in school uniform for different groups of pupils, e.g. year group-specific items or house colours, to a minimum to ensure that pupils can get the most wear out of their uniform and that parents can pass some items down to younger siblings.

The school will not require parents to purchase additional uniform for the purpose of any extra-curricular activity. This may involve but is not limited to, extra-curricular activities such as sport, music, or drama. The school will keep branded uniform items to a minimal level that is reasonable for all members of the school community. The school defines a branded uniform item as any item of clothing that cannot be purchased at a range of retailers, e.g. supermarkets, due to the item's logo, colour, design, fabric or other unique element. Where the school requires an item of branded clothing, it will assess how prices can be kept as low as possible and put measures in place to facilitate this. This may include:

- Offering sew- or iron-on logo patches for blazers and jumpers that can be bought at non-specialist retailers, instead of requiring specific branded jumpers.
- Ensuring branded items are longer-lasting and unlikely to be worn out quickly, e.g. ties.
- Making donated second-hand uniform available for purchase at a lower price.

Optional branded items will also be kept to a minimum.

The school will meet the DfE's requirements and recommendations on costs and value for money. Care will be taken to ensure that school uniform is affordable for all current and prospective pupils, and that the best value for money is secured through reputable suppliers.

The school will work with multiple suppliers to obtain the best value for money possible. Any savings negotiated will be passed to parents where possible. The school will not enter into exclusive single-supplier contracts or cash-back arrangements. More information on supplier processes can be found in the 'School uniform supplier' section of this policy.

The school will not make frequent changes to uniform requirements and will take the views of parents and pupils into account when considering any changes.

The above consideration to cost will also apply to the school's PE kit, as no pupil should feel unable to fully participate in PE or represent their class or the school because the PE kit is too expensive.

4. Equality principles

The school takes its legal obligation to avoid unlawfully discriminating against any pupil very seriously.

In line with the above, the school will aim to ensure that its uniform policy is as inclusive as possible so that all pupils can access a school uniform which is comfortable, suitable for their needs, and reflects who they are, while avoiding any direct or indirect discrimination on the basis of protected characteristics or socio-economic status.

The relevant protected characteristics are:

- Sex
- Sexual orientation
- Religion or belief
- Race (including colour, nationality, ethnic or national origin)
- Disability
- Gender reassignment
- Pregnancy

The school will ensure that parents and pupils are consulted over any changes to school uniform, and that, where appropriate and with pupils' consent, views and advice are sought specifically from pupils, and parents of pupils, who:

- Are transgender, including non-binary pupils.
- Have SEND and/or sensory needs.
- Are of a religious or cultural background that has dress requirements.

Parents' concerns and requests regarding school uniform and amendments to it are handled on a case-by-case basis by the Executive Headteacher, Head of School and governing board, and always in accordance with the school's Complaints Procedures Policy.

Information on how the school ensures its uniform policy does not discriminate against pupils with specific protected characteristics is outlined below.

Gender

To avoid disproportionately impacting pupils of a certain gender, the school will ensure that the cost of uniform is as equal in price as possible across items for all genders.

This includes:

- Adhering to the procedures laid out in the 'Cost principles' section of this policy.
- Not directly requiring pupils of a certain gender to buy additional uniform, e.g. by requiring female pupils to buy both trousers and skirts.
- Not indirectly requiring pupils of a certain gender to buy additional uniform, e.g. by offering football in PE to only male pupils and requiring they buy football boots to participate.
- Not holding pupils of different genders to different uniform standards, e.g. by banning certain hairstyles for only one gender.

The school will implement a gender-neutral uniform, meaning that pupils will not be 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.

Religion and belief

To avoid disproportionately impacting pupils of a certain religion, belief or culture, the school will ensure that there is flexibility to allow pupils to present themselves in a way that adheres to their dress requirements as far as possible, within the school's uniform policy.

The school will endeavour to meet all requests for amendments to the uniform for these purposes; however, it is important that school policies are not compromised, such as school safety or discipline. Race

To avoid disproportionately impacting pupils of a certain race, the school will ensure that its uniform policy does not constitute unlawful indirect discrimination through blanket rules. This includes:

- Not banning hairstyles related to a pupil's ethnic origin, e.g. natural Afro hairstyles.
- Not banning hairstyles worn because of cultural, family and social customs, e.g. cornrows.
- Not banning head coverings related to a pupil's culture or ethnic origin, e.g. African heritage head wraps.

The school will follow the good practice guidance provided by the Equality and Human Rights Commission on 'Preventing hair discrimination in schools'.

SEND and medical conditions

To avoid disproportionately impacting pupils with SEND or medical conditions, the school will ensure its uniform policy takes into account the needs of these pupils. This includes:

- Ensuring the school uniform uses soft, stretchy fabrics and avoids intricate buttons or hard seams.
- Allowing variations to the standard uniform for pupils whose medical conditions may impact how they dress, e.g. pupils with casts who require loose-fitting clothing or pupils with hair loss-related conditions who wish to wear head coverings.

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.

The school will ensure that it works with a supplier that acts in accordance with the school's values and principles on equality and inclusion.

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.

The school will refer individuals who wish to complain to the Complaints Procedures Policy and request that they follow the procedures outlined therein.

When a complaint is received, the school will work with the complainant to arrive at a mutually acceptable outcome.

The school has an agreed procedure in place with its uniform supplier to deal with complaints about the supply and quality of uniforms.

In considering a complaint, parents should be aware that teachers can sanction pupils for breaching the school's rules on appearance or uniform. The school expects this to be carried out in accordance with the school's published Behaviour Policy. The school aims to deal with pupil non-compliance in a proportionate and fair way.

6. School uniform supplier

Our current school uniform suppliers are:

- 1) Warrington Schoolwear Centre: www.alphaschoolwear.com
- 2) Touchline UK, Warrington

There are also a variety of local supermarkets and shops in the Warrington area that sell all non-crested uniform items.

Our school uniform suppliers accept 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 five years, whether changes to the uniform are made or not.

The governing board will be able to demonstrate how uniform is procured at the best value for money. The Executive Headteacher and Head of School will work to ensure that the items are procured as cheaply as possible without compromising on the quality, e.g. by requesting standard-style items from the supplier rather than more intricate and unique designs. Any savings negotiated with suppliers will be passed on to parents.

The school will not sign contracts with suppliers before requesting visualisations and samples of proposed uniform.

The school will order new uniform each December. Where the school is proposing to change suppliers, it will reach out to suppliers by October in the determination year.

7. Finding and consulting suppliers

If the school is considering changing its suppliers and seeks a list of available suppliers, it will consider the following options:

- Consulting an industry body e.g. Schoolwear Association
- Researching local suppliers
- Consulting with other schools and networks
- Having informal discussions with potential suppliers to help determine the school's own needs

If the school prepares to request bids from potential suppliers, it will consider the following elements:

- What products parents will need
- Existing contractual commitments
- Length of tender process
- The school's evaluation process

8. Template documents

Schools will use the DfE's '[Procuring uniform supplies](#)' template documents to ensure that they undergo the procurement process correctly. The templates consist of an invitation to tender, a request for quotation, and a pricing schedule.

Schools will use the invitation to tender template to ask questions of suppliers. Schools will then use the pricing schedule to ask suppliers to submit their prices. Full instructions on how to use the templates are included in each of the documents.

9. Uniform assistance

The school supports disadvantaged families in meeting the costs of uniforms. The budget for the school uniform assistance scheme comes from pupil premium funds when necessary.

For parents to claim school uniform assistance, their children should be eligible for FSM. Eligibility will be 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 second-hand school uniforms in for parents to access; access to these uniforms is available upon request made to the school office.

Parents are invited to donate their child's uniform when they no longer need it.

10. Non-compliance

Staff will be permitted to discipline pupils for breaching this policy, where relevant to their role, in accordance with the school's Behaviour Policy. In cases where it is suspected that financial hardship has resulted in a pupil not complying with a school's published uniform policy, the school will be mindful and considerate to this situation.

The Executive Headteacher or Head of School will be permitted to ask a pupil to briefly go home to remedy breaches to the school's uniform. When deciding whether to allow a pupil to return home, the member of staff will consider the pupil's age and vulnerability, the length of time it will take, and the availability of the pupil's parents. A parent will always be contacted before sending the pupil home – if contact with the pupil's parent cannot be made, the pupil will remain in school.

Where a pupil has been sent home to rectify uniform breaches, the absence will be recorded as 'authorised'. If a pupil repeatedly breaches uniform rules, or takes longer than necessary to rectify the absence, the absence will be recorded as 'unauthorised'.

Parents will be notified of pupils' breaches of school uniform in all cases.

11. School uniform

School colours

Our school colours are as follows: Maroon / Grey / White

Clothing

The school uniform is as follows:

Item	Optional or required	Branding	How to acquire	Cost per item from school supplier
Regular school uniform				
Navy blue v-neck sweatshirt or cardigan	Required	School crest optional	Crested items are available from school supplier and second hand from the school office. Non-crested items can be bought from regular retailers.	£10.00 £12/£12.75

Sensible, plain black shoes	Required	No branding	Available from regular retailers.	N/A
Autumn and Spring Term				
Pale blue shirt / blouse	Required	No branding	Available from regular retailers.	N/A
Tie	Required	School pattern	Available from school supplier and second hand from the school office.	£4.00
Grey trousers with plain grey/navy school socks or Navy skirt/pinafore with navy socks/tights	Required	No branding	Available from regular retailers.	N/A
Navy blue fleece	Optional	School crest optional	Crested items are available from school supplier and second hand from the school office. Non-crested items can be bought from regular retailers.	£20.50
Summer Term				
Pale blue polo shirt	Required	School crest optional	Crested items are available from school supplier and second hand from the school office. Non-crested items can be bought from regular retailers.	£8.00 £9.00
Grey trousers / shorts with plain grey/navy school socks or Navy skirt with navy socks	Required	No branding	Available from regular retailers.	N/A
Pale blue gingham summer dress with navy / white socks	Optional	No branding	Available from regular retailers.	N/A
PE kit				
Navy blue tracksuit top with full zip (No hood)	Required	School crest optional	Available from Warrington Schoolwear Centre. The tracksuit comes with the optional St Vincent's crest on the left hand side. Similar, non-crested items can be bought from regular retailers.	£14.99 (£22 for tracksuit jacket and bottoms)
Navy blue school PE top with pale blue detailing on the sleeves	Required	School crest required (left-hand side)	Available from Warrington Schoolwear Centre.	£7.50
Navy shadow stripe shorts Or Tracksuit bottoms	Required	No branding (This includes sports brands, patterns or logos)	Available from both school suppliers or regular retailers. Available from Warrington Schoolwear Centre (to match the tracksuit top) or similar items are available from regular retailers.	£4.50 £6.35 £14.99 (£22 for tracksuit jacket and bottoms)
Trainers	Required		Available from regular retailers.	N/A

Accessories				
Navy blue book bag	Required	School crest optional	Crested items are available from school supplier. Non-crested items can be bought from regular retailers.	£6.49 £6.50
Navy blue cap	Optional	School crest optional	Non-crested items can be bought from regular retailers.	N/A
Simple, functional navy / blue / white hair accessories	As required to tie up long hair	No branding	Available from regular retailers.	N/A

Trainers are only considered suitable footwear with PE kit. High heels are not permitted.

Parents are responsible for ensuring their child wears their PE kit to school when needed.

Jewellery

No jewellery is to be worn, except for a simple wrist watch.

We advise that earrings are not worn for health and safety reasons, however should you allow your child to wear earrings, only plain, simple stud earrings will be acceptable, which must be removed for PE or practical lessons.

Pupils will be advised that jewellery is their personal responsibility and not that of the school. Lost or damaged items will not be refunded. All jewellery must be removed during practical lessons, including PE lessons and science experiments.

School bag

Whilst book bags are preferred, a small rucksack can be brought to school to carry books and equipment without causing damage.

School bags featuring inappropriate images, slogans or phrases will not be permitted.

The school will discourage pupils from bringing valuable bags to school. The school will not be liable for lost or damaged school bags.

Hairstyles and make-up

The school reserves the right to make a judgement on whether a pupil's hairstyle, hair colour or headwear is inappropriate for the school environment; however, the school 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.

Pupils with long hair must ensure that this does not impede their vision, cover their face, or cause a health and safety risk. Long hair must be tied up during practical lessons, e.g. during PE.

The following hairstyles, hair colours and headwear are not considered appropriate for school:

- Brightly coloured dyed hair
- Headwear with bold patterns or colours
- Excessive hair accessories
- Headwear featuring inappropriate words or images

Make up and nail varnish must not be worn to school.

12. Adverse weather

All pupils will be advised to wear weather-appropriate clothing.

For hot temperatures, this includes wearing:

- Tops that cover the shoulder area.
- Sunglasses with UV protection when outside.
- Pupils will be advised not to wear any jumpers during heatwaves.
- If outside during break times, pupils not wearing sun-safe clothing will be advised to stay in an area protected from the sun, or spare clothing is provided.

For cold temperatures, this includes wearing:

- Scarfs, gloves, coats and hats when outside.
- Warm jumpers.
- Trousers, or skirts and thick tights.

13. Labelling

Parents will be advised to ensure that all pupils' clothing and footwear is clearly labelled with their name and year group.

Any lost clothing is be taken to the lost property box in the school office. After a length of time any unlabelled items will become nearly new uniform.

14. Monitoring and review

This policy is reviewed every year by the Chair of Governors, Executive Headteacher and Head of School.

Consultation will take place if any significant changes are proposed.