



UNIFORM POLICY

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Statement of intent

It is our policy that all children at Highfields Primary School should wear school uniform when attending school, or when participating in a school-organised event outside normal school hours. We provide a complete list of the items needed for school uniform on our school website (including uniform for P.E, which children wear to school on P.E days.)

As a Rights Respecting School, our policies are all developed and reviewed taking into account UN conventions and the rights of every child. Articles that relate to our English policy are:

Article 28- Every child has the right to an education. Primary education must be free and different forms of secondary education must be available to every child. Discipline in schools must respect children's dignity and their rights. Richer countries must help poorer countries achieve this.

Article 29- Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures, and the environment.

Our policy is based on the notion that a school uniform:

- Promotes a sense of pride in the school
- Engenders a feeling of community and belonging
- Is practical and smart
- Identifies the children with the school
- Is not distracting in class
- Can make children feel equal to their peers in terms of appearance
- Is regarded as suitable, and good value for money, by most parents
- Has been designed with health and safety in mind

I. 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 (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
- Behaviour Policy
- Budget Holder Protocols Policy

2. Roles and responsibilities

The governing body 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 teachers 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.
- 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 pupils dress in accordance with this policy at all times.
- Disciplining 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.

- Dressing appropriately and smartly for work. Denim and casual wear (including leggings) are not considered appropriate. Underwear should not be visible at any time and for this reason vest tops and tops with spaghetti straps should not be worn in school (or the straps of these covered by another top.) Opaque tights should be worn under shorter skirts.
- All teaching and support staff should wear PE kit for PE lessons with the children. Trainers should not be worn to school otherwise.

Parents are responsible for:

- Providing their children with the correct school uniform as detailed in this policy.
- Informing the headteacher if their child requires a more relaxed uniform policy for a period of time, including why.
- Ensuring that their child's uniform is clean, presentable and the correct size.

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. year group-specific items or house colours, 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 does not require branded uniform although parents can choose to purchase this. 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, e.g. by offering sew- or iron-on logo badges for jumpers that can be bought at retailers instead of requiring special branded jumpers.

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.

The school works with multiple suppliers to obtain the best value for money possible. Any savings negotiated are passed to parents where possible and does 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 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 will work to ensure that school uniform's cost does not disproportionately affect any pupils by ensuring that uniforms for all genders are as equal in price as possible and by adhering to the cost principles laid out in section 3.

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, who:

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

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 social and cultural circumstances.

6. School uniform supplier

Our current school uniform supplier is:

- Ace Embroidery
- Ace House, Malt Mill Ln, Halesowen B62 8JF
- Tel: 0121 559 1234

Our school uniform supplier accepts school uniform assistance vouchers via the Pupil Premium allowance scheme.

The school will retender the uniform agreement every five years, whether changes to the uniform are made or not, in line with the Budget Holder Protocols Policy. The governing body 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 requesting standard-style items from the supplier rather than more intricate and unique designs.

7. Uniform assistance

The school supports vulnerable families in meeting the costs of uniforms. School uniform assistance is provided via a voucher worth £20 per term that can be spent on school clothing. The budget for the school uniform assistance scheme comes from pupil premium funds.

To claim school uniform assistance, parents should be eligible for FSM. 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 apply online via the Sandwell Council Website

https://www.sandwell.gov.uk/info/200151/education_benefits/2178/help_with_buying_school_

To assist with financial difficulties in buying uniform, school signpost parents to local clothing banks which regularly offer second hand school uniform sales.

8. Non-compliance

Staff members are permitted to speak to parents for breaching this policy.

The headteacher, or a person authorised by the headteacher, is 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 school considers the pupil's age and vulnerability, the length of time it will take, and the availability of the pupil's parents.

Where a pupil has been sent home to rectify uniform breaches, the absence is recorded as 'authorised'.

If a pupil repeatedly breaches uniform rules, or takes longer than necessary to rectify the absence, the absence is counted as 'unauthorised'.

Parents will be notified in all cases.

9. School uniform

School colours

Our school colours are as follows:

- Royal Blue
- 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				
Blue sweatshirt or blue cardigan	Required	School logo on right-hand side on stock from school supplier. (Branding not essential.)	Branded sweatshirt and cardigan available from school supplier. Blue sweatshirt or cardigan can be bought from regular retailers.	£10.50
White polo shirt	Required	No branding	Available from regular retailers.	n/a
Blue school fleece	Optional	School logo on right-hand side	Available from school supplier.	£14.95
Grey trousers or grey skirt	Required	No branding	Available from regular retailers.	n/a
Sensible, plain black shoes	Required	No branding	Available from regular retailers.	n/a
Summer school uniform				
Cingham blue and white dress or playsuit	Optional	No branding	Available from regular retailers.	n/a
Grey shorts	Optional	No branding	Available from regular retailers.	n/a
PE kit (worn to school on P.E days)				
Plain white t-shirt	Required	No branding	Available from regular retailers.	n/a
Plain black shorts or jogging bottoms	Required	No branding	Available from school supplier and regular retailers.	£5.00
Plain black sweatshirt or zipped jacket	Optional	No branding	Available from regular retailers.	n/a
Trainers	Required	No branding	Available from regular retailers.	n/a

Accessories				
School book bag	Optional	School logo	Available from school supplier.	£4.75

Pupils who are wearing skirts must also wear white socks or tights underneath.

It is expected that a child's uniform will fit them properly and be functional to participate in school activities (including PE). Certain fashion items will not be considered school uniform, e.g. crop tops and low waisted shorts/ bottoms.

Trainers are not considered suitable footwear (unless wearing P.E kit.). High heels are not permitted; however, block heels of no more than 2cm can be worn. In summer, we will allow white sandals with an ankle strap and heel support.

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

Jewellery and Make up

Permitted jewellery that may be worn is:

- One 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 practical lessons, including PE lessons and science experiments. (If a child cannot remove their earrings for a set period, they may be covered by micro pore tape provided from home so the child can participate in P.E.)

In the case of a child who wears jewellery to alert a medical need, the staff delivering the P.E. session will have a thorough understanding of the child's needs should a medical emergency arise.

No make-up is to be worn to school by any pupil. This includes nail varnish and any form of artificial nail. If a child comes to school with make up or nail varnish they will be asked to ensure that the following day they do not wear make-up or nail varnish. If they persist, then home will be contacted via a letter or phone call asking for co-operation with the uniform policy. Children are also discouraged from having temporary tattoos.

School bag

Pupils must use an appropriately sized waterproof bag to carry their reading books, lunch box and water bottle.

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

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

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.

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

The following hairstyles are not considered appropriate for school:

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

10. Adverse weather

All pupils are required to wear weather-appropriate clothing that covers as much of their skin as possible during adverse weather.

For hot temperatures, this includes wearing:

- Loose-fitting and lightweight shirts and dresses with sleeves and collars or covered necklines.
- Over the knee skirts, shorts or trousers.
- Tops that cover the shoulder area.
- Sunglasses with UV protection when outside, where possible.

Pupils are advised not to wear any jumpers or blazers during heatwaves. If outside during break times, pupils not wearing sun-safe clothing are 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 they are outside.
- Warm jumpers that conform to the school's uniform policy.
- Trousers, or thick tights with skirts.

11. Labelling

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

Any lost clothing is to be taken to the lost property box in the school office. All lost property is retained for one term and is disposed of if it is not collected within this time.

12. Monitoring and review

This policy is reviewed bi-annually by the chair of governors and the headteacher. The scheduled review date for this policy is September 2024.

General Data Protection Regulation

The General Data Protection Regulation provides a framework to ensure that personal information is handled properly. Personal information in school is managed in accordance with the requirements of the General Data Protection Regulation (GDPR). For further details of how we manage personal data, please see our privacy notice, which can be found on our school website <http://www.highfields.sandwell.sch.uk/our-school/3980-privacy-statement.html>. School's Data Protection Policy and Records Management Policy can also be found on our website.

School Uniform Assistance Application Form

Families who meet the criteria should apply online via the Sandwell Council Website

https://www.sandwell.gov.uk/info/200151/education_benefits/2178/help_with_buying_school_

Only children starting in Reception are entitled to make an application of a one off payment of £20.00