



# **UNIFORM POLICY**

## Consultation History

<b>Governors/staff/parents/students</b>	<b>Date</b>
Executive (Leadership Group)	
Students Committee	
Full Governing Body	
Next Review of Policy	19 <sup>th</sup> August 2010

# **The Ridgeway School & Sixth Form College**

## **Student Uniform Policy 2009/2010**

The aim of this Uniform Policy is to help all staff to

- Bring a culture of respect and pride to student thinking about their school, uniform and environment.
- Bring a consistent approach and response from staff to student uniform defaulters.
- Identify key uniform defaulters and use this policy to tackle their non compliance.
- Tackle those students whose uniform are inconsistent throughout the school day and are inconsistent for different staff and lessons.

Each Mentor is responsible for their mentees uniform and appearance around the school. All class teachers and head of years' are integral in supporting mentors in this process.

If we all are tackling Uniform at the beginning of each teaching period as we should, we can change and improve our students expectations.

The school's monitoring system will now have codes (U1, U2, U3) to challenge, identify and ensure that student uniform improves. Each classroom, corridor and key areas around the school (Centre, Craft Courts, Main Hall, Dining Room, Learning Resource Centre) will have the uniform policy with pictures to support staff.

Students and parents receive clear guidance, in the prospectus, the Behaviour Policy and the uniform requirements, about what students are permitted and are not permitted to wear or bring into School. Correct uniform is part of the school's ethos, and it is important to seek positive opportunities to commend students for smartness. The uniform requirements are as follows:

## **The Ridgeway School Uniform**

*All items should be clearly marked with name and mentor group*

Parents will notice that the list is clear and concise. We do not want staff time and effort to be wasted on uniform problems. It is our aim that teachers should be allowed to teach and students to learn. The co-operation of parents is appreciated and we draw your attention to the following points:

1. Uniform should be smart and appropriate for the school environment.
2. It should give a clear sense of identity.
3. No extreme of fashion is allowed.
4. Offensive lettering or suggestive logos/comments on clothing, school bags, and books is prohibited.
5. Coats are not allowed to be worn in the building and must be carried at all times.
6. Failure to conform to these rules will result in the student being sent home or placed on internal exclusion.

## **Autumn and Winter Term, Boys and Girls**

**All skirts/trousers/shirts should be purchased from the 'school range' of major chain stores.**

***Items marked\* should be purchased from the School Shop.***

- White long-sleeved school shirt/blouse (tucked in and buttoned to the neck).
- \*The Ridgeway School tie.
- \*The Ridgeway School sweatshirt with school logo or the Ridgeway School cardigan with school logo.
- Black school trousers/skirt. Large belts, buckles, laces, pin stripes etc. are not acceptable.
- Suitable plain black school shoes. (High heels and backless shoes are not allowed for health and safety reasons, max heel 2"). Boots are not acceptable.
- Black or natural colour tights. Grey or black socks.
- Cream apron for Technology.
- Trainers are not acceptable.

## **Summer Term**

***Items marked in the PE section with an \* are optional.***

Students may continue to wear a long sleeved white shirt and tie or short sleeved white shirts may be worn. It is at the discretion of the Headteacher to allow ties to be removed during hot weather. Shirts must be tucked in. Students may wear tailored short trousers.

### **PE Kit Boys and Girls**

- One House t-shirt (available from the visits office)
- Two pairs of plain black shorts.
- Sky blue polo shirt with school logo (available from Trutex).
- Sky blue rugby shirt/hockey shirt with black collar and reversible contrast band in black (available from Trutex).
- Two pairs of sky blue with navy 'turnover top' long socks (available from Trutex)
- Black 'Speedo' style swimming trunks, costume, swimming hat and towel.
- Football boots and shin pads.
- Gum shield/mouth guard are desirable.
- Trainers (please see important note below).
- \*Athletics vest.
- \*Black drill top/tracksuit top.
- \*Black plain tracksuit bottoms.
- \*Exam PE polo shirt (GCSE students only).
- \*Shower proof jacket (black).

Please note: the risk of injury and long term damage to joints and bones is increased if students perform in 'leisure trainers' where the sole is narrower than the foot, and has little cushioning effect or much support and are too often worn with either the laces untied or loosely tied. We strongly recommend a cross trainer type of trainer.

## Further Points

1. **Outdoor coats** – must not have inappropriate logos, slogans and should NOT be worn inside the school building. Hooded sweat tops or tracksuit style tops are NOT acceptable as outdoor coats.
2. **Trainers** and boots are **NOT** school uniform and **should NOT be worn during the school day**. Trainers can be worn when students are taking part in a sporting activity.
3. **Jewellery** – the wearing of jewellery is not considered appropriate for school and is therefore not allowed. Students with pierced ears may wear one small discreet stud in each earlobe only. (These will need to be removed for PE lessons.).
4. Only school-type belts and trousers are permitted.
5. **Mobile Phones** are not to be used in school. They should be switched off during the school day – the school accepts NO responsibility for mobile phones. Should a student wish to use their phone to contact home, they are allowed to do so in the Pastoral Offices.
6. **Personal stereos** and other similar valuable items should NOT be brought into school.
7. **Make-up** – natural, discreet make-up is allowed. Not nail varnish.
8. **Haircuts** of extreme fashion or unnatural colour are NOT permitted. Haircuts below grade 2 are discouraged.

**The school will remove any student from lessons who does not conform to our guidelines.**

## Uniform infringements

It is a professional responsibility of staff to be aware of students who are not wearing the correct uniform or who have brought in items which are not permitted, and to take appropriate action. Students must bring a note dated and signed by a parent if they are not able to wear an item of uniform for an acceptable reason, e.g. wearing trainers for medical reason. Non-school jumpers and jewellery should be removed on teacher request and retained by the pastoral team.

If a student arrives at school without correct uniform, without the authorisations of a signed parental or medical note, the tutor needs to take the following action:

1. The tutor is requested to send a slip to the Key Stage Office Staff. The slip needs to give details of the uniform infringement. The parents will then be contacted immediately by telephone and in writing. The details will be recorded on the student database and the Behaviour Leadership Team and Learning Co-ordinators informed.
2. The tutor will need to issue a written instruction to the student to inform them of the action taken and warn the student that they have one day to comply.

If on the following day there is still no compliance, arrangements will be made to withdraw the student to a working area outside an office. Parents will be telephoned and asked to bring in the correct uniform for the student to change into on the day. The student will be isolated at break and placed in detention at lunchtime.

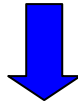
If there is further non-compliance, i.e. in excess of two days except where a reasonable arrangement has been made with parents, the infringement will be considered an act of defiance and further sanctions considered by the Behaviour Leadership Team and, where appropriate, by the Headteacher.

Extremes of hairstyle, etc. are also not permitted and should be referred in the first instance to the Learning Co-ordinators.

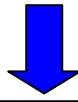
The Ridgeway School & Sixth Form College  
**Uniform Procedure 09/10**



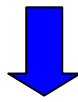
Within a lesson the class teacher identifies a student's non uniform



The class teacher informs the student's mentor.  
A U1 – Uniform 1 is issued and logged by the Mentor.



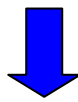
If a Mentor receives a 2<sup>nd</sup> Uniform warning re the same student from any class teacher. The Mentor phones or emails parents and a break time detention are issued.  
A U2 is issued and logged by the Mentor.



The break time detention to be completed with the Mentor within a school week of the date of the uniform default.



A student who receives a 3<sup>rd</sup> Uniform warning will be placed in a Pastoral ASD. The Mentor contacts parents and informs the Pastoral office.  
A U3 is issued and logged by the Mentor.



A 2<sup>nd</sup> U3 for a student will involve a Parental meeting within school with the Mentor and MTM