

# PUPIL UNIFORM & APPEARANCE POLICY



## Policy Statement

The standard Uniform Policy of Ulidia Integrated College.

Applies to all students in Years 8 – 14.

### Summary:

This policy outlines the expectations and standards for pupil uniform and appearance by the Principal and Board of Governors of the college.

M. Houston  
Principal

### *Additional Notes*

**Policy Number:** 2009/1

### **Revision:**

- Revised June 2011
- Revised June 2012
- Revised June 2013
- Revised March 2018

### *Board of Governors*

**Approved:** 21.3.18

Ulidia Integrated College takes a genuine pride in the appearance of its pupils. When in uniform, all pupils are ambassadors of the college and it is important that they look and behave appropriately at all times; in school, travelling to and from school or when representing the school at an outside event. Parental support in this area is important.

School uniform policy in Northern Ireland is determined by individual schools and enforcement of school uniform policies is for each individual school to determine. The day-to-day management of schools, including the Uniform and Appearance Policy is a matter for the Principal, subject to any directions given by the Board of Governors. This policy outlines the fair and reasonable expectations and standards for uniform and appearance for Ulidia Integrated College.

### **Rationale of Ulidia Integrated College's Uniform and Appearance Policy**

We believe that high standards of school uniform and appearance can help all pupils by setting an appropriate tone for our conduct and supporting positive behaviour and discipline. We also believe that uniform is important:

- (a) To show that pupils are a part of Ulidia Integrated College and to promote a sense of belonging.
- (b) To instil a sense of pride and respect and to encourage identity with, and support for the integrated ethos of the college.
- (c) To protect young people from social pressure of peers to dress in a particular way.
- (d) To reinforce that the college is an environment for learning.
- (e) To nurture cohesion and promote good relations between different groups of young people.
- (f) To help young people prepare for the world of work where they may be required to dress smartly or wear a uniform.

### **Cost**

The Governors of Ulidia Integrated College are committed to ensuring that cost of uniform is not a barrier to pupil attendance. They will continue to review the cost of uniform to ensure that it does not become a barrier to anyone applying to the college or prevent any pupil from participating fully in the life of the college once enrolled. Though uniform can seem expensive, it is sensible and practical and with due care, can last for some time.

In Northern Ireland there is a Clothing Allowance Scheme available from the Education Authority to low income families to help with the buying of school uniform. The eligibility criteria for the Clothing Allowance Scheme are similar to criteria used in free school meals. Details of eligibility can be found at the end of this policy.

A full School Uniform Allowance consists of an allowance towards School Uniform and an allowance towards Physical Education Clothing. In Northern Ireland there is no upper limit on the number of children per family that are entitled to the Clothing Allowance Scheme if eligible.

Ulidia Integrated College operates a modest Family Fund to support some families who are not eligible for the Clothing Allowance Scheme. More details can be obtained from Head of Pastoral Care, Miss Connolly.

Some items of upcycled uniform may be available from our Parents' Council at a reduced cost. More details on what is available can be sought by contacting the main office at the college.

### **The Role of Parents**

*On acceptance of a place at Ulidia Integrated College, parents / carers agree to fully support the college's Uniform & Appearance Policy and any revision thereof in its entirety and for as long as the child is a pupil of the college.*

Parents/Carers are asked to support their child and the college by ensuring that their child conforms to the regulations relating to uniform and appearance. Parents/Carers should ensure that the uniform is clean and in good repair.

A request for a permanent exemption for part of the uniform regulations on the grounds of race, religion or medical/health need must be made, in writing, by the parent/carer to the Principal. Requests for exemptions on the basis of medical/health need must be accompanied by documentation from an appropriate health professional for example, GP, consultant or from CAMHS.

Requests from temporary exemption from part of the uniform requirements (for example, due to injury or temporary medical need) should be made, in writing, by the parent/carer to the relevant Head of Year or the Head of Pastoral Care.

It must not be presumed that when an exemption is requested that it will be granted. The final decision will be determined by the Principal.

Parents/carers are expected to support the college in its insistence that their child adheres to the regulations outlined in this policy. If disciplinary action is deemed necessary, parents/carers are expected to support the college.

### **The Role of Pupils**

Every pupil is expected to adhere to the regulations relating to uniform and appearance in this policy, whilst travelling to and from the college, in the college and when representing the college on trips or in events.

It is the responsibility of pupils to make themselves aware of the uniform regulations. Details can be found in the front of the Student Planner, on the college website and in correspondence with their parents/carers.

Pupils in the senior school and especially those with the position of Prefect, have responsibility as a role model and therefore the way in which they wear their uniform must be exemplary. Consequently, a pupil who fails to follow the regulations will not be able to hold this position.

Pupils should ensure that they adhere to PE/Games regulations. A change of clothing and footwear for PE/Games is essential for reasons of safety, hygiene and to ensure the clothing is appropriate for the physical activity.

### **Addressing Uniform Infringements**

Adherence to our high standards of uniform is regarded as an indicator of positive behaviour. Refusal to adhere to uniform standards will therefore be seen as a refusal to abide by school rules and sanctions will be applied accordingly.

Uniform regulations apply to anyone when the uniform is worn outside school at trips or other school events.

It should be noted that failure to comply with school sanctions issued in relation to uniform and appearance will be addressed as persistent infringement of school rules, to include uniform and appearance infringements and refusal to co-operate with school staff or policy.

In the event of an aspect of uniform or appearance not complying with the college policy, parents/carers should contact the college to discuss the issue and agree a reasonable time frame for correction. Valid reasons include items of uniform being lost, stolen or damaged or unforeseen financial circumstances that impact upon uniform and appearance.

In the case of one-off infringements and dependent on the type of infringement, one/some of the following steps may be taken:

- A note will be recorded in the student planner to bring the issue to the attention of the parent/carer.
- The college may phone the parent/carer and ask for a more suitable item of uniform to be brought to the college.
- The college may phone the parent/carer and request that the pupil is brought home and returned to the college when the uniform infringement has been corrected. This does not count as a suspension.
- The pupil is withdrawn from normal class until the uniform infringement is corrected.
- To minimise impact on pupil learning, persistent uniform infringements may result in a loss of free time at break and lunch time until the issue is corrected.

In circumstances where a pupil persistently and/or deliberately infringes the college policy, the following steps are taken:

Infringement	Action	Staff
First	Uniform infringement is discussed with pupil. A note is recorded in the Student Planner or alternative as noted above.	Form Tutor/Head of Year/SLT
Second	Formal warning letter is issued with guidance on standards and expectations reissued. This is retained in pupil's file.	Head of Year/SLT
Third	Tuesday detention is issued.	Head of Year/SLT
Fourth	Head of Year detention is issued.	Head of Year/SLT

Fifth	SLT detention is issued.	Head of Year/SLT
Sixth	Saturday detention	Head of Year/SLT
Seventh	Suspension	Principal

Further infringements after these steps will be brought to the attention of the Board of Governors and may lead to permanent exclusion from the college.

Where pupils fail to attend detention, withdrawal from class may be used.

Our expectation is that all students and parents/carers will work with college staff to ensure that the reasonable standards and expectations outlined in this policy are upheld.

Suspension and expulsion are possible sanctions for persistent infringement of uniform and appearance. We strive to work with parents/carers and young people to avoid this course of action where possible.

### **Current Trends and Fashions**

Some aspects of uniform and appearance are subjective and the Principal and College Leadership reserve the right to rule on matters of subjectivity.

The rules and regulations outlined in this policy are neither exhaustive nor exclusive and the Board of Governors and School Leadership reserve the right to rule on all matters pertaining to the Uniform and Appearance Policy of Ulidia Integrated College.

### **The Role of Staff**

It is the responsibility of all members of staff to familiarise themselves with the content of this policy and to ensure that all pupils wear their uniform correctly. Uniform infringements may and should be addressed by all staff and it is expected that all staff will help ensure that the uniform regulations are followed. Non-teaching staff should discuss the issue with the pupil and then share concerns with the appropriate member of teaching staff.

Form Tutors and Heads of Year play a vital role in promoting high standards of uniform. They will help establish the expected standard and will remind pupils of the regulations regularly during registration and assemblies.

It is the responsibility of the Form Tutor to monitor compliance and check uniform each morning, and the responsibility of all staff to check uniform at the beginning and end of each lesson.

The Senior Leadership Team will reinforce the uniform regulations during assemblies, around school and when it is appropriate to do so.

Any variation from the regulations concerning uniform and appearance, not sanctioned by the Head of Year or Principal (or other delegated member of staff), is not acceptable and may result in contact being made with the parent/carer and/or the imposition of an appropriate sanction.

## Expectations and Standards for Uniform and Appearance

The table below sets out the expectations for uniform and appearance in Ulidia Integrated College. A summary version can be found in the front of the student planner for reference.

All items of uniform should be clearly labelled with the pupil name.

<b>Girls</b>	<b>Boys</b>
Black blazer polyester mix (with badge sewn in) 6 <sup>th</sup> Form: Burgundy blazer (wool with badge sewn in)	Black blazer polyester mix (with badge sewn in) 6 <sup>th</sup> Form: Burgundy blazer (wool with badge sewn in)
White school shirt/blouse <b>1<sup>st</sup> May – 31<sup>st</sup> October white short sleeved shirt may be worn</b>	White school shirt <b>1<sup>st</sup> May – 31<sup>st</sup> October white short sleeved shirt may be worn</b>
School grey pleated knee length skirt or formal grey school trousers – not skinny, drainpipe or other fashion styles (Skirts purchased that are too short will have to be returned and replaced with a new skirt of the appropriate length)	Formal grey school trousers – not skinny, drainpipe or other fashion styles
Plain burgundy, V neck jumper (wool/courtelle) 6 <sup>th</sup> Form: Plain grey, V neck jumper (wool/courtelle) <b>Must be worn from 1<sup>st</sup> Nov – 30<sup>th</sup> April (Weather dependent)</b>	Plain burgundy, V neck jumper (wool/courtelle) 6 <sup>th</sup> Form: Plain grey, V neck jumper (wool/courtelle) <b>Must be worn from 1<sup>st</sup> Nov – 30<sup>th</sup> April (Weather dependent)</b>
Black 60 denier tights If wearing trousers, black school socks If wearing skirt, white ankle socks	Black school socks
School tie	School tie
Smart plain black/navy overcoat – no obvious markings, stripes or logos – slightly longer than the school blazer. Denim or leather are not permitted.	Smart plain black/navy overcoat – no obvious markings, stripes or logos – slightly longer than the school blazer. Denim or leather are not permitted.
School scarf/plain black scarf	School scarf/plain black scarf
Plain black leather <b>formal</b> school shoes – not canvas or trainer style, heel height must be less than 5cm No visible coloured emblems or brand names	Plain black leather <b>formal</b> school shoes – not canvas or trainer style No visible coloured emblems or brand names

## Footwear

These are acceptable examples of footwear for pupils:



These are examples of footwear that are **not** acceptable for pupils:



## PE Uniform

Girls	Boys
School PE skort & college approved leggings. Leggings must be worn under the skort and never without	School shorts
School netball or rugby shirt	School rugby shirt
Black knee-length sports socks	Black knee-length sports socks
School tracksuit	School tracksuit
Trainers for participating in sport with suitable grip and fit	Trainers for participating in sport with suitable grip and fit
Shin guard	Shin guard
Mouth guard	Mouth guard
Football/rugby boots	Football/rugby boots

School sports uniform must be worn for all PE/Games lessons and after school sports clubs.

Pupils are **not** permitted to travel home in PE uniform even if they have PE last period. They may not change into other casual clothing.

No valuables should be left in school as the college staff is not responsible for the loss of any item that has not been handed in for safe-keeping.

## Appearance

Hair	Must be neat and tidy in appearance. Pupils may colour their hair, but only to another colour that may be grown naturally on a human head. Short hairstyles may be no shorter than a No. 2 cut. Hair adornments, if worn, should be in school colours.
Make-Up	Discreet make-up may be worn. It is not permitted to wear coloured nail polish or false nails. <b>6<sup>th</sup> Form students may wear one colour of nail polish on both hands.</b>

Jewellery	A wrist watch is the <u>only</u> item of jewellery permitted for Yrs. 8-12.  <b>6<sup>th</sup> Form may wear one plain ear stud in the lobe of each ear.</b> No other facial, including tongue bars or visible piercings are permitted, even when covered with a plaster.
Ties	Ties must be of an appropriate and safe length with a minimum of 5 stripes on show. Tie knots must be pushed up fully to the top button. 6 <sup>th</sup> Form tie should be long enough to display the school crest below the knot.
Shirts	Shirts must be tucked in neatly to trousers or skirts. The top button of the school shirt must be fastened.
Hoodies	School hoodies are the only type of hoodie permitted. These can be worn under the blazer, on the way to and from school and at break and lunch time. They must be removed on entering the classroom. Hoodies may not be worn as a substitute to the school jumper.
Badges	Only badges representing the college may be worn e.g. Merit, Prefect, Eco Club

## Appendices

### 1. Eligibility criteria for the Clothing Allowance Scheme

- The parent/guardian is in receipt of Income Support, Income-Based Jobseeker's Allowance, Income-Related Employment and Support Allowance, or if a pupil claims Income Support in their own name; or,
- The parents receive the Child Tax Credit; and are ineligible for the Working Tax Credit; and have an annual taxable income of £16,190 or less; or,
- The parents receive Working Tax Credit; and have an annual taxable income of £16,190 or less and whose child/children are born on or after 2 July 2001 and is in full-time attendance at primary school or special school; or,
- He/she is the child of an asylum seeker supported by the Home Office National Asylum Support Service (NASS)
- the parent receives the Guarantee element of State Pension Credit

More information can be found at:

<https://www.nidirect.gov.uk/articles/school-uniform-and-uniform-grants>



## **2. List of Approved School Uniform Suppliers**

Gordon's Jeanery

Gary's

Cuddy

SD Kells (not PE kit)

## **3. Formal Warning Letter**

Dear

Re: Formal Warning of Uniform Infringement

As you aware we endeavour to maintain exceptionally high standards of work and conduct in Ulidia. We strongly believe that communicating our high expectations to students, helps to develop their self-belief and self-esteem, and this in turn has a very positive impact on their personal and academic progress.

One of the high standards we expect and insist on is uniform. Details of our uniform requirements can be found on the school website, at the front of the student planner and in the written correspondence sent regularly to parents/carers throughout the school year.

I am writing to inform you that \_\_\_\_\_ 's hair cut/style/make up/nails/shoes infringes our rules and this letter constitutes a formal warning. If there are further infringements, school sanctions including detention or withdrawal will be issued. Should a pupil refuse to comply with these low level sanctions, it will be considered a serious infringement of school rules and a more serious sanction, up to formal suspension, may be applied.

We appreciate the support of all our parents/carers in supporting the college, including our policies and procedures in order to ensure that all students access the very best opportunities and education at Ulidia. It is not our desire to issue sanctions, and we appreciate your support in ensuring this warning is heeded and the matter can be reasonably resolved.

We look forward to continuing to work with you in order to ensure the highest possible standards of education for \_\_\_\_\_.

Head of Year/SLT/Principal