

# 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
- Revised June 2021
- Updated September 2023
- Updated May 2024

### *Board of Governors*

**Ratified:**      **March 2018**

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 Vice Principal of Pastoral Care, Dr Breen.

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 Vice Principal 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.

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.

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.

In order to promote high standards of uniform, all pupils at Ulidia Integrated College are issued with a uniform card at the beginning of each academic year. Infringements are detailed on the front of the card and are listed below. If/when an infringement is addressed by staff, the date, type of infringement and staff initials will be recorded on the card.

1. Skirt is incorrect length
2. Top button is visibly undone
3. Make up is obvious/noticeable
4. Piercings are visible
5. Wearing nail varnish/false nails/false eyelashes
6. Wearing jewellery
7. Wearing incorrect footwear
8. Hair colour/cut is in breach of rules
9. Outerwear is in breach of rules
10. Other (detailed by staff)

If 3 infringements are recorded, the card will be passed to the relevant Head of Year and a sanction issued. Sanctions are detailed on the back of the card and are detailed below. A new card will be issued to the pupil.

	Action
First Card	Tuesday Detention
Second Card	Thursday Detention
Third Card	Friday Detention
Fourth Card	Suspension

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.

Where pupils fail to attend detention, withdrawal from class may be used. Suspension and expulsion are possible sanctions for extreme persistent infringement of uniform and appearance. We strive to work with parents/carers and young people to avoid this course of action.

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.

### **Lost or Damaged Cards**

If the card is lost, left at home or damaged beyond repair, pupils will be issued with a new one but 2 infringements will be marked on it by the Head of Year. This means there is one chance left on the card.

If the card needs to be replaced 3 times due to loss or damage, the pupil will be issued with a Tuesday detention. A Tuesday detention will be issued for each new replacement hereafter. It is the pupil's responsibility to ensure that the card does not become lost or damaged.

### **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. Heads of Year monitor the use of uniform cards and keep clear records on the cards that are issued or replaced, as well as any sanctions issued.

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 School Uniform, PE Kit 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>Easter – Halloween white short sleeved shirt may be worn</b>	White school shirt <b>Easter-Halloween white short sleeved shirt may be worn</b>
Mid-calf length fixed waistband, (preferably adjustable), grey box pleat skirt, 26-28 inches in length.  In this period of transition, outgoing skirts will be permitted to be worn for 1 year only (September 2024- June 2025), on the condition that they meet the outgoing regulation length (knee length). Outgoing skirts that are not long enough to touch the knee will not be permitted and a new September 2024 skirt will have to be purchased.  Formal grey school trousers – not skinny, drainpipe or other fashion styles	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 Halloween - Easter (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 Halloween-Easter (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. Gilets/bodywarmers 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. Gilets/bodywarmers 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

### School Uniform - Footwear

These are acceptable examples of footwear for pupils:



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



### Standards and expectations for PE kit.

#### KS3 and KS4 Girls' UIC Approved PE Kit

<b>Kukri ¼ zip long sleeved Top with UIC stitched on Back (or GF hoodie)</b>	<b>Either one Compulsory</b> (choice available for 1 year only to allow retailers to sell through stock, Kukri ¼ zip compulsory after Sept 2025.
<b>Kukri Female PE Multisport T Shirt</b>	<b>Compulsory</b>
<b>Kukri Skort</b>	<b>Compulsory</b>
<b>Kukri black socks-</b>	<b>Compulsory</b>
<b>Kukri Black Sports Leggings</b>	<b>Optional</b> but no other brand acceptable once suppliers sell through current stock 2025
<b>Kukri Blast Fleece</b> (very warm 1/4 Zipped Travel Fleece to replace hoodie)	<b>Optional</b> but no other brand acceptable after September 2025 once suppliers sell through current GF Hoodies

#### KS3 and KS4 Boys' UIC Approved PE Kit

<b>Kukri ¼ zip long sleeved Top with UIC stitched on Back (or GF hoodie)</b>	<b>Either one Compulsory</b> (choice available for 1 year only to allow retailers to sell through stock, Kukri ¼ zip compulsory after Sept 2025.
<b>Kukri Male/Unisex PE Multisport T Shirt</b>	<b>Compulsory</b>
<b>Shorts</b>	<b>Compulsory</b>
<b>Kukri black socks-</b>	<b>Compulsory</b>
<b>Kukri Black track bottoms (current type)</b>	<b>Optional</b> but no other brand acceptable
<b>Kukri Blast Fleece</b> (very warm 1/4 Zipped Travel Fleece to replace hoodie)	<b>optional</b> but no other brand acceptable after September 2025 once suppliers sell through current GF Hoodies

Approved PE Kit must be worn for all PE/Games lessons and after school sports clubs.

Pupils may travel home in PE uniform if they are involved in extra-curricular activities beyond 3.10pm. Up to 3.10pm, all pupils must change back into full school uniform to travel home. This is subject to the teacher direction. Pupils may not change into other casual clothing.

**Please refer to appendices at end of policy for images of approved UIC PE Kit including approved sports' footwear – This will be available in September 2024.**

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 or false eyelashes <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 piercings, 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/ Quarter zips	School hooded sweatshirts are the only type of hoodie permitted. These <b>must not</b> be worn under the school blazer. Hoodies or quarter zips <b>may not</b> be worn as a substitute to the school jumper at any time.
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. Images of approved UIC PE Kit including approved sports' footwear.

**Images of PE kit will be available in September 2024.**

## KS3 & KS4 UIC APPROVED Sports' Footwear

It is not necessary to purchase a particular brand of sports' trainers / running shoes – what is most important is that sports' footwear is serviceable for physical activity, providing the correct amount of cushion, grip and support, as well as being suitable for indoor and hard surfaces.

Opposite is an example of UIC approved sports' footwear.



## KS3 & KS4 UIC UNAPPROVED Sports' Footwear

Fashion trainers such as Converse / Vans / Nike Air Force etc **must not** be worn – these types of footwear are not serviceable for physical activity, they do not provide appropriate cushion, grip and support which therefore could result in ankle/foot injury.



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