



# **Sapphire Coast Anglican College**

## **UNIFORM POLICY AND PROCEDURES**

## Policy Document Information

<b>Policy Name:</b>	Uniform Policy and Procedures
<b>Author/Supervisor:</b>	D. Price
<b>Compliance</b>	
Board of Studies	Registered and Accredited Individual Non-government Schools (NSW) Manual
Department of Education Science and Technology	.
Legislative requirements	
<b>Other Policy/Procedures Relationships</b>	Managing Student Behaviour Discipline
<b>Document Location</b>	C:\Policies_Procedures\Template\Template.dot
<b>Board Checklist</b>	Reviewed by the most technically competent person inside or outside the organisation and confirmed by the Principal to be in accordance with the College mission Statement and the Board Governance manual GM01.
Date of issue/last revision:	November 2016
Date submitted to Board of Directors:	November 2016
Date of Formal Ratification by the Board:	November 2016
Date set for review:	Dec 2018

## Introduction

The definition of the term 'Uniform' is described by the Oxford dictionary as:

- Not changing in form or character
- Conforming to the same standard, rules etc
- Constant over a period

These definitions describe a general context of uniformity. Within a school context such a culture of uniformity can support the effective management and education of students. It is the following definition however that pertains specifically to the wearing of the same code of clothing and which addresses the most fundamental and obvious mechanism by which a school may achieve the desired uniform culture.

- Distinctive clothing worn by soldiers, police, schoolchildren etc.

Sapphire Coast Anglican College requires the wearing of uniforms in order to remove any distinctions of class, to clearly describe demarcation lines between teachers and students and to clearly designate students as attending the College. Identification of students in a range of contexts is also supportive of duty of care. Further, the sense of school representation is important in the desired achieving of a culture of belonging and taking of pride in one's school.

The wearing of uniform is a tangible expression of an expected range of student attitudes and behaviours. These include:

- A realisation of a need to cease play and be prepared to apply oneself to the process of learning
- A realisation of the need to come under teacher's authority
- A realisation of the need to conform to the behavioural standards of the school.
- A sense of identity and pride in their school.

In a similar vein, a constantly non-compliant approach by a student towards the College's Uniform Policy is often indicative of a rebellious heart attitude towards authority and learning and as such is a very real hindrance to the achieving of positive learning outcomes.

For all of these reasons the College Board and parent body have agreed on the need for all students at Sapphire Coast Anglican College to wear

a common school uniform. This policy will therefore be both discussed with parents or guardians when applying for enrolment to the College as well as being included in the Prospectus and Enrolment Packs.

## **2 Policy**

Ephesians 6:1 states, 'Children obey your parents in the Lord for this is right.' This scripture implies it is right and proper for children to be under the authority of their parents, until which time they have demonstrated the capacity to responsibly manage the freedoms that come with increasing maturity.

Associated with this, however is the responsibility of parents to care, guide, protect and nurture their children into such a state of increasing independence. Clearly this is a long term process involving a transition from dependence to independence, with increasing freedoms being granted as evidence of maturation and trustworthiness is demonstrated.

As teachers act as parents '*in absentia*' it is therefore right and proper to include issues of obedience in the establishing of appropriate student/ teacher relationships and in the establishing of a school culture conducive to a healthy attitude towards learning.

For these reasons all students at Sapphire Coast Anglican College will be expected to wear the prescribed College uniform for Summer during Terms 1 and 4 and for Winter, during Terms 2 and 3.

It is imperative that teachers be afforded every opportunity to support student learning and maturation. Persistent non-compliance by students towards the Uniform code of the College is an unhelpful and unwarranted obstacle to these ends. It is therefore the College's position that parents accept responsibility for ensuring their children are in uniform in order that teachers not spend valuable time and energy constantly dealing with issues that are predominately the domain of the home.

The specific uniform descriptions of Sapphire Coast Anglican College include:

### **2.1 Jewellery**

Jewellery is not to be worn with the exception of:

- Students with pierced ears may wear up to two studs or small sleepers in each ear. Any additional studs or sleepers will not be permitted.

- Students may wear a wristwatch.
- One flat ring ie: signet ring to cater for those who have been given permanent rings to wear.
- A Christian symbol such as a necklace (for specific religious reasons only- not just as a piece of jewellery).

In certain circumstances, at the teacher's discretion not even the above items will be permitted; eg at sporting fixtures or while operating machinery.

This code does not allow the wearing of multiple rings, large earrings, necklaces (except as above), bracelets and coloured arm or ankle bands. This code does not suggest it is OK to wear such items provided a teacher can't see them under uniforms.

## **2.2 Hair**

All students should have hair off faces at all times and restrained in specific class and sport situations. As research is indicating links with outbreaks of lice with hair over collars it is expected that long hair be tied back. Unnatural hair colours (eg pink, green, blue etc) and unnaturally streaked hair is not acceptable.

Male students must be clean shaven at all times and haircuts should not be extreme. (i.e. no Mohawks /half shaven/ words shaven in/ unnaturally coloured)

## **2.3 Make-up**

Make-up that is foundational and sensitively applied is permitted although mascara and lipstick is not to be worn by any student.

## **2.4 Nail Varnish**

Coloured nail varnish is not to be worn.

## **2.5 Ties**

Ties are to be worn, correctly, as part of the Winter Uniform and whenever requested by the Principal.

## **2.6 Shoes**

Black polishable school shoes that enclose the foot are to be worn as part of the College uniform code and as a safety precaution in practical subjects such as Technics, Science etc as per the College Chemical Safety Policy. Black joggers and suede shoes are not permitted.

## **2.7 Hats**

Official school hats are to be worn outdoors at all times for Primary and

Secondary School students.(Brand name hats are not to be substituted).

## **2.8 Undergarments**

Students must respect the College Uniform and be discrete in their choice of undergarments. Coloured, pictured or sloganed undergarments including T-shirts must not be worn.

## **2.9 Boy's and girl's Uniforms**

The boy's and girl's uniforms are as described in Appendix 1 and Appendix 2 to be provided by the designated College supplier.

Non-Uniform shorts and trousers will not be permitted. This includes casual shorts, jean style pants and cargo pants.

Girl's skirt lengths are to be appropriate, knee length with black stockings in Winter Terms (Term 2 and 3) and white crew socks in Summer Terms (terms 1 and 4) only to be worn. Long white knee socks are not acceptable.

For both boys and girls, shorts are not to be worn in Winter.

## **2.10 Sports Uniform**

The boys and girls sport's uniforms are as described in Appendix 1 and Appendix 2. Sports shoes should be predominately white and have no marking soles.

## **2.11 Official school functions**

The principal will have the discretion to decide as to what uniform is to be worn at official school functions. In certain formal occasions additional requirements (such as blazers) may be requested

## **2.12 Uniform Non-Compliance**

Students reporting to school without the official uniform should provide a note of explanation from their parents.

In the instance of necessary exemptions on medical, cultural or other grounds, requests need to be made to the Principal in writing.

## **2.13 Sporting Events**

Specialist items for some sports or subjects may be required from time to time ie: mouth guards for hockey, Australian football and rugby and shin pads for soccer, overalls for agriculture etc.

A note will be sent home with the student if this is necessary and students will not be able to participate in these sports or subjects without the proper equipment.

Sets of specific sports uniforms (owned by the College) for particular sports are proposed as funds become available.

Students representing the College at sporting events must wear the full PE uniform.

### **3. Procedures**

#### **3.1 Purchasing of College Uniforms**

New College uniforms will be able to be purchased from the College's Uniform Shop who will ensure all purchases are compliant with this policy document. Specific details as to dress lengths, styles and clothing sizes will be communicated to Parents and Guardians at the Uniform Shop.

Second hand clothing items may be purchased through the College Uniform Shop with details concerning the means of such purchases communicated to the parent body.

#### **3.2 'Phase in and phase out' of Summer and Winter Uniforms**

As the weather can often be variable at the change of seasons students will be able to wear either Summer or Winter uniforms for:

- The last two weeks of Term 1
- The first two weeks of Term 2
- The last two weeks of Term 3
- The first two weeks of Term 4.

#### **3.2 Parent notification as to uniform non-compliance**

It is proposed that parents be informed in writing at each point of a student's non-compliance with the College Uniform Policy. Should a parental note of explanation regarding the non-compliance, or incomplete wearing of uniform not be provided, a standardized letter is to be sent to the parents. See Appendices 3, 4 and 5.

This proforma letter will:

- Clearly and concisely state the rationale and key principles of College Uniform Policy
- Explain the consequences of continued uniform non-compliance
- Be required to be signed by the parents and returned to the College where it will be kept on file.

The increasing sanctions to be applied should non-compliance with the College Uniform Policy continue include:

1. An A5 letter, printed on yellow paper notifying parents as to an unexplained, incorrect wearing of uniform and indicating a repeat during the course of one school term will result in a detention.

2. An A5 letter, printed on orange paper, notifying parents that a repeat of unexplained, incorrect wearing of uniform has occurred, that a detention has been given and a further repeat during the course of one school term will result in an internal suspension.
3. An A5 letter, printed on red paper, notifying parents that a further repeat of unexplained, incorrect wearing of uniform has occurred resulting in the issuing of a one day internal suspension and that should a further repeat occur, the College will contact them to come to school to collect the student- a one day external suspension resulting.

In order that no arguments or bullying over ownership of uniform items occur it is imperative that all uniform items be clearly marked with each student's name at all times.

Appendix 3

**NOTIFICATION REGARDING UNIFORM NON-COMPLIANCE**

Dear \_\_\_\_\_

The goals of the College are to support you, the parents, to the utmost of our ability in the educating and maturing of your children. As you no doubt can appreciate, persistent uniform issues act as an unhelpful tension point between teachers and students and therefore act as a hindrance to the effective achieving of these goals.

Unfortunately the College regrets to advise you that \_\_\_\_\_ has not been dressed in correct uniform today. As there was no parental note of explanation, this misdemeanor will serve as a warning. However, should there be a repeat, a lunchtime detention will result.

Could you please speak to \_\_\_\_\_ about this issue, sign this letter and have it returned to the College for filing.

Yours sincerely,

Mr A Duchesne

Head of School

Appendix 4

**NOTIFICATION REGARDING UNIFORM NON-COMPLIANCE**

Dear \_\_\_\_\_

The goals of the College are to support you, the parents, to the utmost of our ability in the educating and maturing of your children. As you no doubt can appreciate, persistent uniform issues act as an unhelpful tension point between teachers and students and therefore act as a hindrance to the effective achieving of these goals.

Unfortunately the College regrets to advise you that \_\_\_\_\_ has not been dressed in correct uniform today. As there was no parental note of explanation and this was \_\_\_\_\_ second offense this term, a lunchtime detention was enacted as explained previously. Should there be a further repeat this term, a one day internal suspension will result.

Could you please speak to \_\_\_\_\_ about this issue, sign this letter and have it returned to the College for filing.

Yours sincerely,

Mr A Duchesne  
Head of School

Appendix 5

**NOTIFICATION REGARDING UNIFORM NON-COMPLIANCE**

Dear \_\_\_\_\_

The goals of the College are to support you, the parents, to the utmost of our ability in the educating and maturing of your children. As you no doubt can appreciate, persistent uniform issues act as an unhelpful tension point between teachers and students and therefore act as a hindrance to the effective achieving of these goals.

Unfortunately the College regrets to advise you that \_\_\_\_\_ has not been dressed in correct uniform today. As there was no parental note of explanation and this was \_\_\_\_\_ third offense this term, an internal suspension was enacted as explained previously. Should there be a further repeat this term, you will be contacted to come to the College to pick \_\_\_\_\_ up with a one day external suspension then resulting.

Could you please speak to \_\_\_\_\_ about this issue, sign this letter and have it returned to the College for filing.

Yours sincerely,

Mr G Thornton

Head of Senior School