



De La Salle School

Uniform Policy

Pupils in years 7-11 are required to wear full school uniform on the way to school, during the school day and on the way home from school. The 'School day' is deemed to include detentions held after school.

Duties of Teachers Concerning Uniform

Form Tutors should check that correct uniform is being worn at the start of the day. If a student is not in the correct uniform they should be sent to the Pastoral Manager at the beginning of the day.

Subject Teachers should, on entry to the classroom, check that correct uniform is being worn. This should include checking that coats, jackets (other than blazers) and any other non-uniform items worn over blouses or shirts have been removed. **These checks should be completed at the start of every lesson.** (Other than those for which specialist clothing is required); these should be brief and should be a normal and expected start of lessons.

The maintenance of a high standard of school uniform is the responsibility of every member of staff. It is not a pleasing experience for any member of staff to reprimand a pupil over a 'uniform' offence only to be told by the student that another member of staff lets them wear it. Members of staff who allow pupils to break the uniform regulations should be aware that they directly increase the difficulties that their colleagues face in enforcing the regulations. They should be aware that they are going against the directions of the Headteacher and Governing Body.

Possible Problems Concerning School Uniform

The uniform regulations are quite clear but some pupils may attempt to make an imaginative interpretation of the working of the regulations concerning individual items of clothing may seek to wear items that are not referred to. The following notes are intended to provide guidance in some such situations.

Skirt – Skirts must be black, pleated and knee length. The hem line must not sit above the knee cap. Colours and designs of fabrics should be as stated in the uniform regulation, eg 'plain' should not be interpreted as 'pattered', or 'navy blue' as 'black'. Lycra/skater/tight skirts are not to be worn.

Tights – May be worn, they must be black and not worn with socks.

Trousers – Trousers should be classic cut and reasonably loose fitting, not slim fit or excessively tight.

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Coats and Jackets - Coats, jackets (other than blazers) or other articles of clothing must not be worn over school uniform in form time (including Assembly) and lesson time. Coats and jackets **MAY** be worn on the way to School but must be removed immediately on entering the School buildings. Sweatshirts, Hoodies, tee-shirts (other than school tee-shirts on permitted occasions) and cardigans cannot be regarded as being 'jackets' or 'coats' and should not be worn in school at all. The same is true of pullovers in non-uniform colours. No outer garment which bears a slogan, logo, initials or forms of words which are offensive, are allowed on the school premises. Hoodies and baseball caps are not permitted.

All pupils in years 7 to 11 should wear school blazers with the school badge, white shirts and school ties plus black shoes. Outdoor coats should be plain black, dark green, dark brown, dark blue or dark grey. Leather plaid or check and denim is banned.

Pullovers/Sweaters - Pullovers/Sweaters should be plain, black, v-necked. They should not be patterned in any way, should not be in any other colour, and should not have any other neck than a v-neck. Cardigans, roll-neck pullovers, crew-necked pullovers, polo necked pullovers (worn over blouses), sweat shirts, hoodies, tee-shirts, etc., even if black, are not allowed. School pullovers are "optional". However, no other pullover, sweat shirt, tee-shirt, etc., may be worn in lieu of a school pullover.

Shoes - In form time (including Assembly), in all lessons other than those governed by specifically different requirements (e.g. PE) and in going between lessons, all pupils should wear **PLAIN BLACK** low-heeled shoes with dark soles and black laces. Black plimsolls/Vans/Converse etc. are not an acceptable alternative. In exceptional cases, alternative footwear might be allowed if the foot has been bandaged or plastered or a letter from a doctor can be shown. Pupils breaking the footwear rule should be sent to their Pastoral Manager who will issue a detention (This will be with the FT in the first instance). In addition to normal footwear pupils should have a pair of trainers or plimsolls for use in indoor sports areas and a separate pair of trainers for use in outdoor sports areas; "outside" trainers should not be worn in "inside" sporting areas and vice versa. Trainers may be worn at break-time.

Ties - All pupils in years 7 to 11 should wear the School tie during the school day unless permission has been specifically given to remove them. Ties should be worn with at least five stripes below the knot that are clear to see. Any pupil who is not wearing a tie for a good reason should have a note from a parent to explain this unless the loss of the tie has occurred during the school day. In the absence of the school tie, the shirt should be kept buttoned up to the top, as would have been the case had the tie been worn. Staff should see that the tie is replaced as soon as possible. Year 11 ties can be purchased from Student Services, ties for the rest of the school from the school uniform shop (currently SWI). Pupils should not be allowed to wear a non-uniform tie of their own. A uniform pass needs to be obtained from the Pastoral Manager if they do not have a school tie. A note from parent/carer needs to be provided. Parents should be contacted if there is any significant delay in the pupil wearing a school tie again.

Jewellery - Jewellery should not be worn in school by pupils at any time during the school day. However, pupils may wear **SMALL PLAIN STUDS IN THEIR EARLOBES BUT NOT 'SLEEPERS'**. Only one allowed in each ear. Body piercing in other parts of the body (e.g. eyebrow, nose, tongue) is banned. Facial jewellery is strictly forbidden.

ANY PUPIL WHO IS FOUND TO BE WEARING AN ITEM OF JEWELLERY SHOULD BE ASKED TO REMOVE IT. THE PARTICULAR ITEM SHOULD BE CONFISCATED FROM THE PUPIL, PLACED IN AN ENVELOPE WITH DETAILS OF THE PUPIL'S NAME AND FORM AND GIVEN TO STUDENT SERVICES FOR SAFE KEEPING.

The Head of Year should tell the pupil when the item will be returned ... for a 'first' offence it might be appropriate to return the item at the end of school on the day of confiscation. For a repeated offence, the confiscated item should be retained by the Head of Year (kept in Student Services) until the end of the half-term session during which the item was confiscated. Please also see 'Other Points' below. Where pupils say they cannot remove an item due to recent piercing for a number of weeks, this is an unacceptable position. The rule is clear and pupils should have considered this before having it done. It is not sufficient merely to 'warn' a pupil as the pupil might have been warned by several different members of staff but still persisted in wearing the item.

A PUPIL FOUND TO BE WEARING JEWELLERY IS BREAKING A SCHOOL RULE AND SHOULD RECEIVE AN APPROPRIATE PUNISHMENT (eg DETENTION with FT/HOY) AS WELL AS CONFISCATION OF THE ITEM.

Medical Emergency bracelets may be worn for those who require them. A letter from a doctor is required for verification.

Make-Up - Make-up is not allowed and pupils found to be wearing it should be made to remove it and should be given a **LUNCH DETENTION**, this includes artificial nails /eyelashes.

Hair -Hair should be tidy and of reasonable appearance. Pupils should not have patterns, skin fades, lines or logos shaved into their hair and it should not be of a colour which could be described as unnatural. **HAIR SHOULD BE IN ONE NATURAL COLOUR ONLY.** In some practical lessons, long hair may have to be tied back for reasons of safety or hygiene. Any clip used to fasten hair should be small, dark and unobtrusive in colour and style. Any hair band/clip should be dark blue or black. Hair extensions are not permitted.

Religious Items - Jewellery is not allowed. If a religious symbol is required, it should be small in size, of simple design and worn so it cannot be seen. Only exception to this is the Kara (steel bangle) which may be worn by practising members of the Sikh religion.

Hats, Scarves & Gloves - Hats, scarves and gloves are not part of the school uniform and **SHOULD NOT BE WORN WITHIN THE SCHOOL BUILDINGS AT ANY TIME.** They may be worn on the journey between home and school if the weather is wet. Specific exceptions to this rule concern religious headwear. Certain items of religious headwear may be worn on school premises and within the school buildings if these are a requirement of the holy book of that religion. If this is satisfied, then three other conditions must be met:

the wearer is a practising member of that religion;

the headwear is plain, unpatterned and either dark blue or black. Girls' headscarves should not have tassels, fringes or be fastened with brightly coloured clips. Clothing must be such that students can be facially identified as known De La Salle School students. The face must not be obscured in any way. This is for reasons of school security, in order to foster a sense of social cohesion and in order to discharge essential communication skills in education. In

our view non-verbal communication, including facial expression, is a vital part of a young person's education if they are to take a full economic and social role in 21st century British society.

the item cannot be confused with an item of 'fashion' headwear.

Tattoos are not permitted.

Socks should be plain. No frills or lace should be visible outside the shoe.

Other Points (See Headteacher's Guide to the Law on uniform violations)

Any pupil claiming to have a good reason for not being in full correct uniform should provide a note from a parent/carer explaining the reason. The note must be presented to the Pastoral Manager, who will keep the note and issue a uniform pass if necessary. A sanction will still be given if required.

Pupils should remove items that are not correct uniform unless, of course, their removal would inappropriately expose parts of the body; in such a situation, a pupil may be sent to Student Services or the Pastoral Manager, the parent telephoned and the pupil sent home to change or the parent requested to bring in the correct school uniform. (See Headteacher's Guide to the Law)

Any item confiscated by a member of staff becomes the responsibility of that member of staff. The item should be handed to Student Services to be locked securely away. In the case of a particularly valuable item the article should be locked in the school safe and, on return of the article, the pupil should be told not to bring it to school again. If any item is to be retained by a member of staff for longer than a school day, the pupil should be told the following:

the date, time and place of return;

that the pupil should inform a parent / carer of the confiscation;

that the article may be returned earlier than proposed if a parent/carer makes arrangements to collect the item. All such confiscated items must, at some stage, be returned.

Sanctions (See Headteacher's Guide to the Law)

Uniform infringements – any student wearing incorrect uniform or breaking the uniform policy will at the very least have a break and lunchtime detention with their FT/HoY. If the student's appearance is of enough concern they may be withdrawn from circulation around school until the situation is resolved. All incidents of uniform infringements must be logged on SIMs.

Any member of staff who is faced with refusal to obey an instruction concerning school uniform should react in the same way as if any other instruction had been refused. Log the details on Sims and refer to the HoD/HoY.

The above notes are provided to help staff in some possibly problematic situations concerning school uniform. The notes are not comprehensive and during any school year new questions may arise. Staff who are unsure of any issue not explained above should consult the Head of Year or Head of School for clarification.

Help with Uniform

Any lost property left in Student Services at the end of each half term will be donated to Laindon School Uniform Bank who provide free uniform, PE uniform, coats etc.

<https://laidonschooluniformbank.co.uk/>

DE LA SALLE SCHOOL UNIFORM

BLAZER	Black <u>with lapel trim and school logo</u> (to be worn at all times) to be purchased from Sportswear International (SWI).
SHIRTS	Plain white poly-cotton with stiff collar Long or short sleeved (no polo or linen shirts)
TROUSERS	Plain black formal trousers - Skinny fit/legging style are not permitted Classic cut trousers only.
SKIRTS	Plain black <u>knee length</u> box pleated skirt. Please ensure the length chosen is in line with the school policy.
SWEATER	Plain black 'V' neck (optional) but no designer names or sweatshirts or hooded tops are not permitted. No cardigans.
TIES	Tie with logo for Years 7 – 10 – to be purchased from SWI Year 11 maroon tie with logo available from Student Services, once purchased via Parentpay.
SHOES	Plain black practical shoes, no logos or emblems, no canvas, trainers, high heels or boots. Shoes may only have heels of a moderate height for safety.
SOCKS	Plain black no frills. When worn with skirts white or black ankle/knee length. No socks to be worn over tights.
TOP COAT	Black, dark green, dark brown, dark blue & dark grey (not track suit tops, hoodies, no logos, no denim or leather and no plaid or check tops)
BAGS	Of a dark colour large enough to hold all your books
SCARVES	Plain black
MAKE-UP	This is not to be worn at school. This includes tinted/pencilled eyebrows, false eyelashes, coloured nail varnish and/or false nails for Health and Safety reasons. Tattoos are not allowed.
HAIR	One natural colour only, no shaved lines, patterns or extreme hairstyles. All hairbands/clips must be navy blue or black. Head scarfs to be navy blue or black without decoration. No other hair accessories are acceptable.

JEWELLERY A small plain stud in each ear lobe only. **Piercings of any other kind are not allowed.** Necklaces, rings and bracelets may not be worn and will be confiscated for reasons of both safety and security.

TRAINERS May only be worn at break time, lunchtime and for P.E. lessons. Not to be worn at any other times.

MOBILE PHONES Are brought into school at their own risk. They are not to be used in class unless expressly asked to do so by the class teacher.

TOPS Aptus polo shirt

SHORTS Blue for all activities

SOCKS Blue football/hockey socks for all activities

TRAINING TOP Aptus ¼ zip training top

TRAINING PANTS Aptus training pants

OPTIONAL PE KIT

FOR BOYS & GIRLS Pro-Tec reversible rugby shirt

FOOTBAL BOOTS To be worn by both boys and girls for football, rugby and cross country for Health and Safety reasons. Black. Not sold by SWI

EQUIPMENT

REQUIRED EVERY DAY IN SCHOOL:

A pencil case containing the following items:-

Scientific calculator

Pens, blue, black & red

Pencils

Pencil sharpener

Rubber

Coloured pens

Coloured pencils