

School Uniform Policy

Date	Review Date	Headteacher	Chair of Governors
May 2022	May 2025	Mrs S Reay	Ms L Winton

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Statement of intent

Clipstone Brook Lower School believes that a consistent school uniform policy is vital to promote the ethos of the school and provide a sense of belonging and identity for all pupils, regardless of their protected characteristics or socio-economic circumstances.

This policy lays out the measures the school has taken to ensure a consistent, fair and inclusive uniform policy, and to implement a uniform that reflects the needs of all pupils, and is affordable and the best value for money for the school and pupils' families.

We believe that pupils learn most effectively and achieve their best outcomes when they are comfortable, able to be themselves, and dressed in such a way that sets an appropriate tone for education.

1. Legal framework

This policy has due regard to all relevant legislation including, but not limited to, the following:

- Education and Inspections Act 2006
- Education Act 2011
- Human Rights Act 1998
- Equality Act 2010
- The UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018

This policy has due regard to all relevant guidance including, but not limited to, the following:

- DfE (2021) 'Cost of school uniforms'
- DfE (2021) 'School Admissions Code'
- DfE (2021) 'School uniforms'

This policy operates in conjunction with the following school policies:

- Complaints Procedures Policy
- Behaviour Policy
- Equality and Diversity Policy
- Tendering and Procurement Procedures

2. Roles and responsibilities

The governing board is responsible for:

- Establishing, in consultation with the headteacher and school community, a practical and smart school uniform that accurately reflects the school's vision and values.
- Ensuring that the school's uniform is accessible and inclusive, and does not disadvantage any pupil by virtue of their protected characteristics or socio-economic status.
- Listening to the opinions and wishes of parents, pupils and the wider school community regarding changes to the school's uniform.
- Ensuring that the school's uniform is accessible and affordable.
- Demonstrating how best value for money has been achieved in the uniform policy.
- Ensuring compliance with the DfE's 'Cost of school uniforms' guidance.
- Processing and approving all eligible School Uniform Assistance Application Forms.

The Headteacher and Senior leadership team is responsible for:

- Enforcing the school's uniform on a day-to-day basis.
- Ensuring that teachers understand this policy and what to do if a pupil is in breach of the policy.
- Listening to the opinions and wishes of the school community in regard to the school's uniform and making appropriate recommendations to the governing board.
- Providing pupils with exemptions if appropriate and they have been requested, e.g. for a pupil who has a broken arm and requires a loose-fitting top.

Staff members are responsible for:

- Ensuring that pupils dress in accordance with this policy at all times.
- Contacting parents of pupils who are in breach of this policy.
- Ensuring that pupils understand why having a consistent and practical school uniform is important, e.g. school identity.

Parents are responsible for:

- Providing their children with the correct school uniform as detailed in this policy.
- Informing the headteacher or a member of the senior leadership team if their child requires a more relaxed uniform policy for a period of time, including why via a letter of explanation.
- Ensuring that their child's uniform is clean, presentable and the correct size.

Pupils are responsible for:

- Wearing the correct uniform at all times, unless the senior leadership has granted an exemption.
- Looking after their uniform as appropriate.
- Understanding and respecting why a school uniform is important to the school, e.g. school identity and community.

3. Cost principles

The school is committed to ensuring that its school uniform is affordable and accessible to all pupils, and does not place an unreasonable financial burden on parents.

In accordance with the 'School Admissions Code', the headteacher will ensure that the school's uniform policy does not discourage parents from applying for a place for their child.

The school will assess the overall cost implications of its uniform policy regularly, including prior to making any changes to the school uniform. When evaluating whether costs are reasonable and proportionate, the school will take into account the opinions and situations of:

- Economically disadvantaged parents.
- Parents with multiple children who are, or will be in the future, pupils at the school.
- Parents of younger children, as they are likely to grow quickly and require new sets of uniform more frequently.
- Parents of pupils with protected characteristics that may impact their ability to access the uniform due to costs.
- LAC and PLAC.

The school will evaluate the cost of its uniform based on the overall collection of uniform items that parents would need to purchase for a pupil, rather than on the cost effectiveness of individual items; this will include consideration of the fact that parents will need to purchase multiples of certain items, e.g. shirts to ensure their child can come to school in clean uniform every day.

The school keeps branded uniform items to a minimal level that is reasonable for all members of the school community. The school defines a branded uniform item as any item of clothing that cannot be purchased at a range of retailers, including by virtue of logos, colours, design and fabrics. Where the school decides to require an item of branded clothing, it will conduct an assessment to ensure prices are kept as low as possible, e.g. by not insisting that jumpers need to have the school logo so that they can be bought at retailers instead of requiring special branded jumpers.

The school is committed to meeting the DfE's recommendations on costs and value for money. Every care is taken to ensure that our uniforms are affordable for all current and

prospective pupils, and that the best value for money is secured through reputable suppliers.

The school works with MAPAC to obtain the best value for money possible. Any savings negotiated are passed to parents where possible.

The school will not amend uniform requirements regularly and will take the views of parents and pupils into account when considering any changes to school uniforms.

4. Equality principles

The school takes its legal obligation to avoid discriminating against any protected characteristic unlawfully very seriously, and aims to ensure that the uniform policy is as inclusive as possible so that all pupils are supported to access a school uniform which is comfortable, suitable for their needs, and reflects who they are.

The school will work to ensure that school uniform's cost does not disproportionately affect any pupils by ensuring that uniforms for all genders are as equal in price as possible and by adhering to the cost principles laid out in section 3.

The school will ensure that parents and pupils are consulted over any changes to school uniform, and that views and advice is sought specifically from pupils, and parents of pupils, who:

- Are transgender, including non-binary pupils.
- Have SEND and/or sensory needs.
- Are of a religious or cultural background that has dress requirements.

The school implements a gender-neutral uniform, meaning that pupils are not required to wear specific items based on their gender, and may wear any of the uniform items listed in the 'School uniform' section of this policy regardless of the legal sex recorded on the school's records. Transgender pupils are supported to access the uniform that best reflects their gender expression.

The school ensures that pupils who are required to follow certain dress requirements, e.g. by virtue of their membership of a particular religious or cultural group, are afforded flexibility to allow them to wear a uniform that adheres to their requirements as far as possible. The school endeavours to meet all requests for amendments to the uniform for these purposes; however, will ensure that the needs and rights of individual pupils are weighed against any health and safety concerns for the entire school community. Parents' concerns and requests regarding religious clothing are dealt with on a case-by-case basis by the headteacher and governing board, and always in accordance with the school's Complaints Procedures Policy.

The school ensures that the needs of pupils with SEND and/or sensory difficulties are considered in the uniform policy, e.g. ensuring soft, stretchy fabrics and avoiding intricate buttons or hard seams; however, where the needs of these pupils cannot be met in the

standard uniform policy, individual adaptations to the uniform will be considered and permitted wherever possible.

5. Complaints and challenges

The school endeavours to resolve all uniform complaints and challenges locally and informally, in accordance with the school's Complaints Procedures Policy.

To make a complaint, parents should refer to the Complaints Procedures Policy and follow the stipulations outlined.

When a complaint is received, the school works with parents to arrive at a mutually acceptable outcome where possible.

Governors are willing to consider reasonable requests for flexibility to allow a pupil to accommodate particular social and cultural circumstances.

6. School uniform supplier

Our current school uniform supplier is:

- **Mapac**
- **Address of supplier**
Mapac Group Ltd
6 Mowat Estate
Sandown Road
Watford
WD24 7UZ
- **Tel:** 01923 255525
- **Fax:** 01923 219035

The governing board will ensure that a written contract is in place with the supplier for branded items.

The school will review the uniform contract during the next academic year and every five years thereafter, whether changes to the uniform are made or not, in line with the Tendering and Procurement Policy. The governing board will be able to demonstrate how uniform is procured at the best value for money. The headteacher will work to ensure that the items are procured as cheaply as possible without compromising on the quality, e.g. by requesting standard-style items from the supplier rather than more intricate and unique designs. The school does not sign contracts with suppliers before requesting visualisations of proposed uniform, as well as fabric samples.

7. Uniform assistance

The school will aim to support vulnerable families in meeting the costs of uniforms. It is important that parents arrange a meeting with the school family worker to discuss a request for support.

To be able to claim school uniform assistance, parents should be eligible for FSM. Eligibility is determined by checking original documents from the relevant authority, detailing receipt of the benefit and the address of the pupil. Financial support will be reviewed on a 1-1 basis.

The school holds limited second-hand school uniform for parents to access; upon request via the school office. Parents are invited to donate their child's uniform when they no longer need it.

8. Non-compliance

Staff members are permitted to discuss the breach of this policy with parents/ carers in order to address concerns and provide support if required.

The school is permitted to ask a parent to collect a pupil to briefly go home to remedy breaches to the school's uniform. When deciding whether to allow a pupil to return home, the school considers the pupil's age and vulnerability, the length of time it will take, and the availability of the pupil's parents. Where a pupil has been sent home to rectify uniform breaches, the absence is recorded as 'authorised'.

9. Clothing

The school uniform is as follows:

Item	Optional or required	Branding	How to acquire	Cost per item from school supplier
Regular school uniform				
Red sweatshirt or cardigan	Required	School logo on left-hand side	Branded sweatshirt and cardigan available from school supplier and second hand from school office. Red sweatshirt or cardigan can be bought from regular retailers	Sweat shirt from £9.20 Cardigan from £11.30
Red or White polo shirt	Required	School logo on left-hand side	Branded polo shirt available from school supplier and second hand from school office. Red and white polo shirts can be bought from regular retailers.	From £7.50

Red school fleece	Optional	School logo on left-hand side	Available from school supplier and second hand from school office.	From £13.90
Grey or black trousers, skirt or pinafore dress	Required	No branding	Available from school supplier, second hand from school office and available from regular retailers.	From £6.90
Red gingham summer dress	Optional	No branding	Available from school supplier, second hand from school office and available from regular retailers.	From £14.00
Waterproof jacket and trousers	Optional	No branding	Available from school supplier and from regular retailers.	From £15.50
Reversible Jacket	Optional	School logo on left-hand side	Available from school supplier. Coats can be purchased from regular retailers.	From £20.60
Sensible, plain black or brown shoes	Required	No branding	Available from regular retailers.	N/A
Sandals in the summer, securely fitted to the foot				
PE kit				
Plain white t-shirt	Required	School logo on left-hand side	Available from school supplier. White polo shirts can be bought from regular retailers.	£2.70
Plain black	Optional	No branding	Available from	£4.30

shorts (red can be worn by existing pupils until a natural replacement)			school supplier. See note below.	
Plain black / grey tracksuit bottoms or leggings	Optional	No branding	Available from regular retailers.	N/A
Accessories				
School book bag	Optional	School logo	Three different versions available from school supplier.	From £5.40
Sun hat	Optional	No branding	Two different versions available from school supplier. Available from regular retailers.	From £4.27
Knitted hat	Optional	School logo	Available from school supplier. Knitted hats available from regular retailers.	£5.40
Wellington Boots	Recommended for Reception / Nursery Children & Forest School	No branding	Available from regular retailers.	N/A

- Skirts must be knee-length.
- Jeans are not permitted.

Parents who do not wish to buy the branded PE kit must acquire a PE kit meeting the following criteria:

- Plain T-shirt white with no branding or logos from professional sports teams
- Plain black shorts (*red shorts can still be worn by current pupils until they are outgrown*) or black / grey tracksuit bottoms / leggings with no branding or logos from professional sports teams
- Suitable sports footwear, e.g. school pumps or plain styled trainers

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The children come into school on their PE day in the appropriate clothing. Parents are responsible for ensuring their child wears their PE kit to school on the appropriate day.

No jewellery should be worn on PE days, unless permission from the senior leadership team is sought.

Jewellery

Permitted jewellery that may be worn is:

- One pair of stud earrings (not on PE days) – no other piercings are permitted
- A smart and sensible wrist watch (not smart watches with internet enabled features)

Jewellery is the responsibility of the pupil and not the school. Lost or damaged items will not be refunded.

School bag

Pupils must use an appropriately sized waterproof bag to carry their books and equipment. It should hold A4 size books comfortably without causing any damage.

School bags featuring inappropriate images, slogans or phrases are not permitted.

The school encourages pupils to bring non-valuable bags to school. The school will not be liable for lost or damaged school bags.

Hairstyles

The school reserves the right to make a judgement on where pupils' hairstyles or hair colours are inappropriate for the school environment; however, will ensure that any such judgements do not discriminate against any pupil by virtue of their protected characteristics. Each individual pupil's scenario will be taken into account where any judgements on appropriateness are to be made, and parents will always have the freedom to complain via the school's Complaints Procedures Policy.

Pupils with long hair must ensure that this does not impede their vision, cover their face or provide a health and safety risk. Long hair must be tied up during practical lessons, e.g. during PE.

The following hairstyles are not considered appropriate for school:

- Brightly-coloured, dyed hair.
- Headwear with bold patterns or colours or attachments
- Excessive hair accessories.

Makeup

The school rules on makeup are as follows:

- No nail varnish may be worn.
- Temporary tattoos are not permitted.

- No facial make-up, eg, powders, lipsticks and fake eyelashes

Shoes

School shoes should be flat and black or brown.

NB: Trainers are not considered suitable footwear. High heels are not permitted; however, block heels of no more than 2cm can be worn.

During the Summer Term, flat sandals are acceptable at your discretion

NB: 'fashion shoes' with narrow heels or plastic beach shoes can-not be worn.

Children should not wear trainers or sports shoes as part of their uniform, including travelling to and from school, unless on a PE day.

10. Adverse weather

All pupils are required to wear weather-appropriate clothing that covers as much of their skin as possible during adverse weather.

For hot temperatures, this includes wearing:

- Loose-fitting shirts or polo shirts / dresses with short-sleeves and collars.
- Knee length skirts or dresses.
- Shorts or trousers.
- Sun hat.
- Pupils are advised not to wear any jumpers.
- Sunglasses can be worn to and from school but not to be used during playtimes unless required for medical purposes and permission has been sought from a senior leader.

For cold temperatures, this includes wearing:

- Scarfs, gloves, coats and hats when they are outside.
- Vests
- Warm jumpers that conform to the school's uniform policy.
- Trousers, or thick tights with skirts or dresses.

11. Labelling

All pupils' clothing, including coats and footwear should be clearly labelled with their name. Any lost clothing is be taken to the lost property box in the school office. All lost property is retained for one week and is disposed of if it is not collected within this time.

12. Monitoring and review

This policy will be reviewed every five years by the governors and the headteacher.

The scheduled review date for this policy is May 2027.