School Uniform Policy

This policy is in line with the DfE's statutory **'Cost of school uniforms'** guidance and non statutory "**Developing school uniform policy 2024"**

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Statement of intent

Clavering Primary 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.

For the purposes of this policy, **"uniform"** includes the following elements of pupils' appearance:

- Clothing, including the school uniform itself, variations of the school uniform such as PE kits, and other clothing worn at school, e.g. non-uniform.
- Hairstyles and headwear.
- Jewellery and other accessories.
- Cosmetics such as makeup and nail polish.

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, is affordable, and provides the best value for money for both 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 a way that sets an appropriate tone for education.

In writing and updating this policy, we have sought to:

- Engage with parents and pupils.
- Consider how this policy might affect groups represented in the school, especially those who share protected characteristics as defined by the Equality Act 2010.
- Consider how comfortable the uniform will be for pupils.
- Take a sensible approach to allow for exceptions to be made, e.g. during adverse weather.
- Ensure that the uniform is suitable and safe for pupils who walk or cycle to school.
- Choose a PE kit which is practical, comfortable, appropriate to the activity involved and affordable.
- Ensure the policy is easy to access and understand.

1. Legal framework

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

- Human Rights Act 1998
- Education and Inspections Act 2006
- Equality Act 2010
- Education Act 2011
- The UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Education (Guidance about Costs of School Uniforms) Act 2021
- DfE (2021) 'Cost of school uniforms'
- DfE (2021) 'School Admissions Code'
- DfE (2024) 'School uniforms: guidance for schools'
- Equality and Human Rights Commission (2022) 'Preventing hair discrimination in schools'

This policy operates in conjunction with the following school policies:

- Complaints Policy
- Behaviour Policy
- Pupil Equality, Equity, Diversity and Inclusion Policy
- Financial Regulations Policy

2. Roles and responsibilities

The Trust Board is responsible for:

- Establishing, in consultation with the LGB, 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, inclusive, and does not disadvantage any pupil because of their protected characteristics or socio-economic status.
- Ensuring that the school's uniform is accessible and affordable.
- Ensuring compliance with the DfE's 'Cost of school uniforms' guidance.

The Local Governing Board is responsible for:

- 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 in this policy how best value for money has been achieved.
- Processing and approving all eligible School Uniform Assistance Application Forms.

The Headteacher is responsible for:

- Enforcing the school's uniform rules 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 an exemption letter as appropriate, e.g. for a pupil who has a broken arm and requires a loose-fitting shirt.

Staff are responsible for:

- Ensuring that pupils dress in accordance with this policy at all times.
- 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 if their child requires an exemption to the uniform rules for a period of time, with a reason why.
- 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 Headteacher 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 Trust with its schools will develop its uniform policy in relation to the following starting principles:

- The school will seek to ensure that the uniform is affordable. In so doing, the school will consider the total cost of school uniforms, taking into account all items of uniform or clothing parents will need to provide while their child is at the school.
- The school will seek to keep the use of branded items to a minimum.
- The school will seek to ensure that uniform supplier arrangements give the highest priority to cost and value for money, including the quality and durability of the garment.
- The school will seek to ensure that second-hand uniforms are available for parents to acquire. Information on second-hand uniforms will be published on the school's website.

Principles in practice

In accordance with the 'School Admissions Code', the Headteacher will ensure that the school's uniform requirements do 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.
- 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 and socks, to ensure their child can come to school in clean uniform every day.

The school will keep variations in school uniform for different groups of pupils, e.g. year group-specific items or house colours, to a minimum to ensure that pupils can get the most wear out of their uniform and that parents can pass some items down to younger siblings.

The school will keep 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, e.g. supermarkets, due to the item's logo, colour, design, fabric or other unique element. Where the school requires an item of branded clothing, it will assess how prices can be kept as low as possible and put measures in place to facilitate this. This may include:

- Offering sew- or iron-on logo patches for blazers and jumpers that can be bought at non-specialist retailers, instead of requiring specific branded jumpers.
- Making donated second-hand uniform available for purchase at a lower price.

The school will meet the DfE's requirements and recommendations on costs and value for money. Care will be taken to ensure that school uniform is affordable for all current and prospective pupils, and that the best value for money is secured through reputable suppliers.

The school will work with multiple suppliers to obtain the best value for money possible. Any savings negotiated will be passed to parents where possible. The school will not enter into exclusive single-supplier contracts or cash-back arrangements. More information on supplier processes can be found in the 'School uniform supplier' section of this policy.

The Trust and its schools will not make frequent changes to uniform requirements and will take the views of parents and pupils into account when considering any changes.

4. Equality principles

The school takes its legal obligation to avoid unlawfully discriminating against any pupil very seriously.

The school will aim to ensure that its uniform policy is as inclusive as possible so that all pupils can access a school uniform which is comfortable, suitable for their needs, and reflects who they are, while avoiding any direct or indirect discrimination on the basis of protected characteristics or socio-economic status.

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

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

Parents' concerns and requests regarding school uniform and amendments to it are handled on a case-by-case basis by the Headteacher and governing board, and always in accordance with the Trust's Complaints Policy.

Information on how the school ensures its uniform policy does not discriminate against pupils with specific protected characteristics is outlined below.

Gender

To avoid disproportionately impacting pupils of a certain gender, the school will ensure that the cost of uniform is as equal in price as possible across items for all genders.

This includes:

- Adhering to the procedures laid out in the 'Cost principles' section of this policy.
- Not directly requiring pupils of a certain gender to buy additional uniform, e.g. by requiring female pupils to buy both trousers and skirts.
- Not indirectly requiring pupils of a certain gender to buy additional uniform, e.g. by offering football in PE to only male pupils and requiring they buy football boots to participate.
- Not holding pupils of different genders to different uniform standards, e.g. by banning certain hairstyles for only one gender.

The school will implement a gender-neutral uniform, meaning that pupils will not be 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 in line with the LGBTQ+ Policy.

Religion and belief

To avoid disproportionately impacting pupils of a certain religion, belief or culture, the school will ensure that there is flexibility to allow pupils to present themselves in a way that adheres to their dress requirements as far as possible, within the school's uniform policy.

The school will endeavour to meet all requests for amendments to the uniform for these purposes; however, the needs and rights of individual pupils will be weighed against any health

and safety concerns appropriate to the circumstances, e.g. if safety headgear needs to be worn.

Race

To avoid disproportionately impacting pupils of a certain race, the school will ensure that its uniform policy does not constitute unlawful indirect discrimination through blanket rules. This includes:

- Not banning hairstyles related to a pupil's ethnic origin, e.g. natural Afro hairstyles.
- Not banning hairstyles worn because of cultural, family and social customs, e.g. cornrows.
- Not banning head coverings related to a pupil's culture or ethnic origin, e.g. African heritage head wraps.

The school will follow the good practice guidance provided by the Equality and Human Rights Commission on 'Preventing hair discrimination in schools'.

SEND and medical conditions

To avoid disproportionately impacting pupils with SEND or medical conditions, the school will ensure its uniform policy takes into account the needs of these pupils. This includes:

- Ensuring the school uniform uses soft, stretchy fabrics and avoids intricate buttons or hard seams.
- Allowing variations to the standard uniform for pupils whose medical conditions may impact how they dress, e.g. pupils with casts who require loose-fitting clothing or pupils with hair loss-related conditions who wish to wear head coverings.

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 will endeavour to resolve all uniform complaints and challenges locally and informally, in accordance with the Trust's Complaints Policy.

The school will refer individuals who wish to complain to the Complaints Policy and request that they follow the procedures outlined therein.

When a complaint is received, the school will work with the complainant to arrive at a mutually acceptable outcome. .

6. School uniform supplier

The school's current school uniform supplier is:

- LOGOTOGO
- Tower Street, Hartlepool
- Tel: 01429 408450

The governing board will ensure that a written contract is in place with the supplier for branded items. The school will retender the uniform contract regularly, whether changes to the uniform are made or not, in line with best value principles.

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 will not sign contracts with suppliers before requesting visualisations and samples of proposed uniform.

7. Finding and consulting suppliers

If the school is considering changing its suppliers and seeks a list of available suppliers, it will consider the following options:

- Consulting an industry body
- Researching local suppliers
- Consulting with other schools and networks
- Having informal discussions with potential suppliers to help determine the school's own needs

If the school prepares to request bids from potential suppliers, it will consider the following elements:

- What products parents will need
- Existing contractual commitments
- Length of tender process
- The school's evaluation process

8. Template documents

Schools will use the DfE's 'Procuring uniform supplies' template documents to ensure that they undergo the procurement process correctly. The templates consist of an invitation to tender, a request for quotation, and a pricing schedule.

Schools will use the invitation to tender template to ask questions of suppliers. Schools will then use the pricing schedule to ask suppliers to submit their prices.

9. Uniform assistance

The school will support disadvantaged families in meeting the costs of uniforms. School uniform assistance will be provided via a voucher worth £30 that can be spent on school clothing. The budget for the school uniform assistance scheme will be derived from pupil premium funds.

For parents to claim school uniform assistance, their children should be eligible for FSM. Eligibility will be determined by checking original documents from the relevant authority, detailing receipt of the benefit and the address of the pupil.

Families who meet the criteria will be asked to complete a School Uniform Assistance Application Form and return it to the school office.

10. Non-compliance

Staff will be permitted to challenge parents for breaching this policy, where relevant to their role.

11. School uniform

Clothing

The school uniform is as follows:

Item	Optional or required	Branding	How to acquire	Cost per item from school supplier
Regular school uniform				
Jade green sweatshirt or jade green cardigan	Required	School logo on right-hand side Trust Logo on arm Branding is optional	Branded sweatshirt and cardigan available from school supplier. Jade green sweatshirt or cardigan can be bought from regular retailers.	£11.50 £12.50
Jade green polo shirt	Required	Branding optional	Available from school supplier and from regular retailers	£9.00
Grey or black trousers or knee-length grey skirt	Required	No branding	Available from regular retailers	N/A
Sensible, plain black shoes or black trainers	Required	No branding	Available from regular retailers	N/A
Green checked dress or culottes (during warmer weather)	Optional	No branding	Available from regular retailers	N/A
Grey or black tailored shorts (during warmer weather)	Optional	No branding	Available from regular retailers	N/A

PE kit				
Jade green polo shirt	Required	Branding is optional	Available from school supplier and from regular retailers	£9.00
Plain black shorts or plain black jogging bottoms	Required	No branding	Shorts available from school supplier and from regular retailers	£5.00
Plain black sweatshirt or zipped hoody	Required	No branding	Available from regular retailers	N/A
Plain trainers (black)	Required	No branding	Available from regular retailers	N/A
Plain jade green sports t shirt	Optional	No branding	Available from regular retailers	N/A
Accessories				
School book bag	Optional	School logo	Available from school supplier	£7.50

Parents are responsible for ensuring their child is in their PE kit available on P.E. days.

Jewellery

The school rules on jewellery are as follows:

- One pair of stud earrings may be worn – no other piercings are permitted.
- A smart and sensible wrist watch may be worn.

Pupils will be advised that jewellery is their personal responsibility and not that of the school. Lost or damaged items will not be refunded. All jewellery must be removed during practical lessons, including PE lessons and science experiments.

Bags

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

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

The school will discourage pupils from bringing valuable bags to school. The school will not be liable for lost or damaged school bags.

Hairstyles and headwear

The school reserves the right to make a judgement on whether a pupil's hairstyle, hair colour or headwear is inappropriate for the school environment; however, the school 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 Trust's Complaints Policy.

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

The following hairstyles, hair colours and headwear are not considered appropriate for school:

- Brightly-coloured dyed hair
- Headwear with bold patterns or colours
- Excessive hair accessories
- Headwear featuring inappropriate words or images.

12. Adverse weather

All pupils will be advised to wear weather-appropriate clothing.

Pupils will be advised not to wear any jumpers during heatwaves. If outside during break times, pupils not wearing sun-safe clothing will be advised to stay in an area protected from the sun, or spare clothing is provided.

For cold temperatures, this includes wearing:

- Scarfs, gloves, coats and hats when outside.
- Warm jumpers.
- Trousers, or skirts and thick tights.

13. Labelling and lost property

Parents will be advised to ensure that all pupils' clothing and footwear is clearly labelled with their name and year group.

Any lost clothing will be taken to the lost property box in the main corridor in a clearly labelled box. All lost property will be retained for one month and will be disposed of if it is not collected within this time.

14. Monitoring and review

This policy will be reviewed annually by the chair of governors and the headteacher. The next scheduled review date for this policy is May 2028.

The school will engage with parents and pupils when reviewing this policy.

Any subsequent changes to this policy will be communicated to all staff, pupils, parents and other relevant stakeholders.