

WILLIAMSTOWN NORTH PRIMARY SCHOOL No 1409

School Dress Code Policy and Procedures

Date: September 2013

1. Rationale

Williamstown North Primary School has always had a strong tradition of students wearing a uniform and taking pride in their personal appearance. The green and gold colours of the school are known and recognised around the wider Williamstown community, giving a sense of belonging and a degree of security. The uniform assists the students' feeling of pride in their school and themselves.

2. Aims

- 2.1 To further develop a sense of collective and individual pride in students, and their identification with Williamstown North Primary School.
- 2.2 To maintain and enhance the positive image of the school in the community.
- 2.3 To promote equality and self-discipline amongst all students.

3. Implementation

- 3.1 The Dress Code Policy covers all students at Williamstown North Primary School. It is compulsory for all students to wear approved school uniform in accordance with this policy.
- 3.2 The Principal/Assistant Principal has the authority to override any of the Dress Code Policy or Procedures at any time.
- 3.3 The Dress Code Policy may be waived on a prearranged day each Term for a designated fund raising event allowing students to wear casual clothing.

4. Dress Requirements

- 4.1 The required school uniform is in the school colours of bottle green and gold.
- 4.2 Consistent with the schools SunSmart Policy, hats are to be worn outside from 1st September to the 30th April and removed when inside the school buildings. The approved school hat design is either, a broad-brimmed hat, a legionnaire's hat or a bucket hat in bottle green.
- 4.3 Students are able to wear combinations of the clothing items listed in Appendix A.
- 4.4 Nail and toe nail varnish is not to be worn to school.
- 4.5 The colour of all footwear complements the school uniform i.e. black shoes and closed toe sandals and runners and laces to be of subtle colours as deemed by the Principal/Assistant Principal.
- 4.6 In accordance with cultural customs and/or religious beliefs students may also wear traditional clothing or jewellery items (e.g. religious badge, headscarf).

4.7 Students will wear a range of clothing combinations, appropriate to the activity (e.g. Art, Physical Education, Swimming etc), and ensure that all clothing combinations comply with the school's SunSmart Policy.

4.8 Uniform Accessories

The following items can be worn as part of the school uniform, in stipulated colours that complement the School Uniform. The selection of or change to uniform items occurs through consultation and feedback with all stakeholders.

1. All tops – Polo, Rugby, Windcheaters, Skivvies, Baseball Jackets, Vests, and Jumpers must be in the school colours of Bottle green and/or Yellow/Gold.
2. Coats/Jackets not in the colour of the school uniform (bottle green or gold) are only to be worn outside.
3. Bottle Green or Black tights
4. Plain bottle green or black leggings; Plain no frilly or lace trimmings.
5. Bottle green, yellow/gold, black or white socks.
6. Bottle green, yellow/gold or black hair accessories, i.e. ribbons and head bands.
7. Scarves – Bottle green scarves can be worn inside. Coloured scarves are only to be worn outside.
8. Gloves, mittens and hats are only to be worn outside.
9. Jewellery – Inconspicuous except: -
 - a) Bracelets and necklaces of a 'medic-alert' or similar type.
 - b) Items with religious significance for students actively involved with religion.
 - c) A maximum of one stud or sleeper earring per ear for pierced ears.
 - d) A wristwatch.

4.9 Student hair will be of a natural colour and of a suitable style as determined by the Principal/Assistant Principal.

5. Responsibilities

- 5.1** The parent/guardian of all students will maintain clothing to an acceptable standard ... select from the range specified in Appendix A.
- 5.2** Students will wear the required uniform items to school and to extra-curricular activities arranged by the school (e.g. Excursions etc).
- 5.3** It is the responsibility of the school to arrange supply, and to maintain sufficient stock of school uniform at all times. (See Appendix B for details on school Uniform Shop and uniform supply).
- 5.4** Where requested the school will enable families to purchase uniform items and pay for these in instalments or provide uniform to families experiencing financial hardship.

6. Enforcement

- 6.1** When a student is not complying with the Dress Code, and it has been determined that the student has not applied for exemption (refer to Point 7 Exemptions), then the following graded steps are implemented.
- 6.1.1** The parent must inform the school why their child is out of uniform. The student shall be directed to the General Office for an “Out of Uniform” slip;
- 6.1.2** If this behaviour is repeated a courtesy letter will be sent home, or a telephone call made, stressing the requirements of the school’s Dress Code;
- 6.1.3** A meeting will be convened between the Principal/Assistant Principal and the parent/guardian in order to check exemption grounds and possible support that may be required for the family to ensure the child/ren are in uniform.
- 6.2** A student who refuses to wear the school uniform for any reason other than the specified grounds for Exemption (see Exemptions below), may be disallowed from participation in activities which represent the school in the community, or activities where their clothing is considered inappropriate (e.g. Physical Education).
- 6.3** A student will not be suspended or expelled for failing to comply with the Student Dress Code. The *Student Discipline Procedures, 2001* (see reference after Appendix B) ensure that a student’s studies will not be adversely affected by failing to comply with the Dress Code.

7. Exemptions

- 7.1** The grounds for seeking an exemption from wearing the school uniform to school are:
- 7.1.1** an aspect of this Code offends a religious belief held by a student or a student’s family;
- 7.1.2** an aspect of this Code occasionally prevents a student from complying with a requirement of his/her cultural background;
- 7.1.3** an aspect of this Code prevents a student with a disability from being able to attend school or participate in school activities on the same terms as other students;
- 7.1.4** a student has a particular health condition that requires an aspect of the Code to be departed from;
- 7.1.5** a student’s uniform is being washed, mended or has been lost and another is currently unavailable.
- 7.2 The procedure for seeking an exemption is:**
- 7.2.1** if the grounds for exemption relate to one of 7.1.1 to 7.1.5 above, then the parent/guardian of the student for whom the exemption is being sought will either write to, or speak to the Principal/Assistant Principal, seeking the exemption and stating the reason for the exemption;
- 7.2.2** if the grounds for exemption is 7.1.5 above, then the parent/guardian of the student for whom the exemption is being sought will either write to, or speak to the student’s classroom

teacher, indicating the likely return or replacement of the clothing item;

7.2.3 the Principal/Assistant Principal or classroom teacher will record the exemption.

8. Review and Evaluation

8.1 Implementation of the Student Dress Code Policy and Procedures will be monitored on an annual basis and reviewed against the 'Rationale' of this policy.

8.2 A major review of the Student Dress Code Policy and Procedures and the school uniform will be conducted according to the review timeline.

This Policy was ratified at School Council on 18th September 2013

APPENDIX A – Uniform List

1. All items are available on-line at www.psw.com.au or can be purchased from the supplier warehouse.
2. Bottle green or gold polo shirts or skivvies sourced from other suppliers.
3. Bottle green trousers, pants, bootleg pants, sweatshirts, jackets, track pants, shorts, black or green leggings/tights, raincoats and scarves sourced from other suppliers.
4. Broad-brimmed, legionnaires or bucket hats sourced from other suppliers.
5. Approved commemorative uniform item i.e. Year 6 and Prep T-shirt/jumper.
6. Swap Shop uniform items will be available onsite.

APPENDIX B (purchasing arrangements)

1. The School Council will ensure that all uniform items are available to parents/guardians at a reasonable cost, both new and second-hand.
2. Parents/guardians will be able to purchase new uniform items on-line or from the uniform providers warehouse.
3. The school shall set aside an appropriate supply of required Swap Shop clothing items in good condition for transient families.

The '*Student Discipline Procedures, 2001* are referred to in the 'Victorian Government School' Reference Guide section and in DEECD. 'Guidelines for Developing The Student Code of Conduct', incorporating Ministerial Order No: 1, Discipline of Students.