

---

## **PROFESSIONAL UNIFORM AND APPEARANCE POLICY**

### **POLICY**

#### **1. INTRODUCTION**

1.1 The wearing of school professional uniform at Sir Simon Milton Westminster UTC is integral to its ethos of instilling pride, discipline and high standards.

#### **2. PRINCIPLES**

2.1 Our school uniform and appearance policy is based on the principles that school uniform:

2.1.1 Promotes a sense of pride in the school.

2.1.2 Engenders a sense of community and belonging towards the school.

2.1.3 Supports positive behaviour and discipline.

2.1.4 Is practical and smart.

2.1.5 Prevents boys from coming to school in fashion or 'designer' label clothes that could be distracting in class or create a sense of competition.

2.1.6 Makes the students feel equal to their peers in terms of appearance and helps nurture cohesion between different groups of boys.

2.1.7 Is regarded as suitable wear for school and good value for money by most parents.

2.1.8 Is designed with health and safety in mind.

#### **3. EXPECTATIONS**

3.1 School Uniform is compulsory for all boys and must be worn correctly (see Appendix 1) on the way to and from school as well as on the school site.

3.2 Whenever the school uniform is worn, it must be complete and not mixed with non-uniform clothing.

### **PROCEDURE**

#### **4. NON-COMPLIANCE**

4.1 We expect all students to comply with this uniform policy, which will be monitored daily.

4.2 Any student not wearing the correct uniform will be challenged and, if unable to produce a valid note explaining the situation, should be reported to his Head of Key Stage.

4.3 Offenders may not be allowed to attend normal lessons and will work separately in the isolation room.

4.4 They are also likely to have certain school privileges removed.

4.5 They may be detained at break time, lunchtime and after school.

4.6 Students who persistently break the uniform policy or who defy instructions from senior staff, even if they do not otherwise display poor behaviour, may be excluded from school. The Department for Education (DfE) does not consider exclusion to be an appropriate response to breaches of school uniform policy, except where they are persistent and defiant.

4.7 The Headmaster or a person authorised by the Headmaster may ask a student to go home briefly to remedy a breach of the school's rules on appearance or uniform. This should be for no longer than is necessary to remedy the breach. This is not exclusion, but an authorised absence. However, if the student continues to breach uniform rules in such a way as to be sent home to avoid school, or takes longer than is strictly necessary to effect the change, the pupil's absence may be counted as unauthorised absence. When making this decision, the child's age, vulnerability, how easily and quickly the breach can be remedied, and the availability of the parent, will be considered.

4.8 Where a student is not adhering to the school uniform and appearance policy, staff will be considerate and discreetly try to establish why not. We understand there may be good reasons why a pupil is not attending school in the correct uniform.

4.9 If a student is not wearing the correct uniform because their parents are in financial difficulties, the school will be sensitive to the needs of the boy. The school will give parents time to purchase the required items and/or consider whether a school or Local Authority clothing grant can be supplied.

4.10 Students should have a doctor's note if they need to wear alternative footwear for school, due to a medical condition or serious injury.

4.11 The policy will meet the needs of individual students because of temporary or permanent medical conditions. For example, pupils with some skin conditions may be unable to wear specific fabrics, and students with foot or leg injuries may be unable to wear school shoes. An official medical certificate will be required for any student requiring long-term dispensation due to medical conditions.

4.12 The Headmaster may grant exceptions to any part of the school's Uniform & Appearance Policy, where this is required, for example, as a matter of sincere religious observance. Parents should write to the Headmaster prior to the start of the school term that they come on roll, with requests substantiated by a letter from, for instance, a leader of the relevant religious community.

## **5. GOVERNORS**

5.1 The Governing Body supports the Headmaster in implementing the school uniform policy. It considers all representations from parents regarding the uniform policy and liaises with the Headmaster to ensure that the policy is implemented fairly and with sensitivity.

5.2 It is the Governors' responsibility to ensure that the school uniform meets all regulations concerning equal opportunities.

## **6. PARENTS**

6.1 We believe that parents have a duty to send their children to school correctly dressed and ready for their daily schoolwork. One of the responsibilities of parents is to ensure that their child has the correct uniform that it is clean and in good repair.

6.2 If any parent would like the school to modify the uniform policy they should make representation in the first instance to the Headmaster.

## **7. STAFF**

7.1 All staff members have a responsibility for ensuring that pupils wear correct uniform.

Form tutors must check uniform daily.

### **Why Professional?**

The major reason why dressing in proper business attire is important for every business professional is because it presents a visual image and sends a message that the employees are professional.

Another reason why dressing in proper business attire is important in the business world is because you never know when you will be required to meet with someone from outside your company. Your image to this outsider will be the image remembered of your company. In business dealings this image and message needs to be professional. In reality, that image could indirectly mean the difference between securing a new deal, contract or sale and losing the opportunity to make that deal.

Appearance ranked second only to communication skills when respondents named qualities most often associated with professionalism\*

### **Why Uniform?**

The importance of uniform exists on several grounds. Uniforms quickly offer a sense of belonging, equality and can aid academic concentration.

Studies have found that wearing a uniform removes points of difference between students, thus unifying the student body and providing greater focus for academic work.

A uniform helps students to improve their academic concentration. Focus groups have found that many pupils chose to remain in their uniform outside of school to complete homework, to remain in the working mindset.

Many students feel relieved that they do not have to follow the latest fashion trends in their appearance at school. As well as helping to reduce bullying, a uniform is central to fostering an egalitarian culture in schools. An official uniform places children from a range of backgrounds on a level footing from the first day at school, ensuring all have a fair start in their academic life.

\* according to a 2010 national poll conducted by the Center for Professional Excellence at York College of Pennsylvania.

#### **All students must wear...**

- A plain black or dark navy suit jacket
- Plain suit trousers/skirt of the same colour as the suit jacket. (Skirts must be at least knee length and not tight fitting/bodycon)
- Plain white long or short sleeve shirt
- Plain grey or black socks
- Flat-heeled black shoes of leather appearance. Heels must be no greater than 2.5cm in height. No canvas shoes, no boots or shoes above the ankle. Trainers must not be worn (this includes leather effect vans, converse and all other trainer style black shoes)
- A watch (students will be expected to know the time but will not be allowed to use their phones)

#### **Students may wear...**

- A plain black or dark navy tie. If wearing a tie the top shirt button must be done up.
- Plain black leather belts with a small buckle, no logos
- Grey long-sleeved pullover jumper or cardigan
- A plain black top coat to/from school. This must not be worn on school premises.
- A plain black scarf to/from school and must not be worn on school premises.
- Headscarves must be plain black or white

#### **Jewellery**

- Ideally no jewellery should be worn.
- One single pair of plain ear studs (not hoops/rings/flesh tunnels) can be worn, one in each ear bottom lobe, not in other areas of the ears.
- No other items must be visible.
- Necklaces and Bracelets in any form are not to be worn.
- Tongue piercings, facial jewellery or similar body piercings must never be worn.
- Any new piercings/flesh tunnel procedures that require a 'healing period' should only take place during school holidays that are long enough to accommodate this healing process.
- All piercings (other than what is allowed as stated above\*) must be removed and not simply covered up with plasters during school time.
- No jewellery should be worn during physical education or other practical activities.
- Ideally no make-up; where this is worn, it should be very light and discreet.
- Tattoos (permanent or semi-permanent) should not be visible.
- Coloured nail varnish and false nails are not allowed. No false, acrylic, gel or shellac nails. No false eyelashes.

#### **Hair:**

- Hair must be neat, tidy and of a style acceptable to the school, avoiding extremes. Students should avoid extremes of personal appearance. This includes hair colouring and haircuts.

- Hairstyles should not reflect the extremes of youth culture. Hair colourings should be a natural colour only and hair should be cut no shorter than 'Number 2' grade, closed shaved hair is not acceptable, this includes full or partial saving.
- Hair length should be blended and graduated, with no lines or steps cut in, with no tramlines.
- Hair should not be dyed (either permanent or semi-permanent) beyond colours close to natural
- hair colours (e.g. extreme bleaching and/or red, pink, blue or purple colours). Hair should be only one colour and not a combination of 2 or more complementary or contrasting colours e.g. black hair with blonde streaks would be inappropriate.
- The expectation is that long hair will be tied and secured away from the face, neck and shoulders when learning activities dictate e.g. sport and practical work in a science laboratory.
- Hair clips and hair bands and other hair-retaining devices should be plain black in colour and discreet