

Uniform policy

Author:	
Status:	
Approval:	Trustee Board
Date approved:	16/09/2022
Review date:	06/09/2023
Review timescale:	Annual
Keywords:	Uniform
[Comments]	

Contents

1	Introduction	3
2	Aims and Objectives	3
3	Responsibilities of Parents and Students.....	3
4	Duties of Teachers and Staff Concerning Uniform.....	3
4.1	Form tutors:.....	3
4.2	Subject teachers:	3
4.3	AM duty staff.....	3
4.4	Break duty staff.....	4
4.5	PM duty staff	4
5	School Uniform Requirements.....	4
5.1	Primary phase.....	4
5.2	Secondary phase.....	4
5.3	Sixth form	8
6	Enforcement of uniform	8
7	CCS School Uniform Supplier.....	9

1 Introduction

Students are required to wear full school uniform within the school gates and throughout the school day. The 'school day' also includes activities held after school.

Students are required to wear smart uniform when participating in a school-organised event in or outside of school hours, unless specified by the principal, or vice principals.

2 Aims and Objectives

A smart school uniform promotes the following:

- A sense of school pride and ownership of the school
- Sets the appropriate tone for learning
- Identifies the students with the school
- Supports health and safety of the students
- Provides equality amongst students
- Ensures less distraction on fashion and more focus on learning
- Prepares them for a 'business world'
- Adhering to the Department of Education guidance on school uniform: 'The Department strongly encourages schools to have a uniform as it can play a valuable role in contributing to the ethos of a school and setting an appropriate tone.'

3 Responsibilities of Parents and Students

It is the responsibility of the parents and the students to ensure that correct uniform is worn, adhering to the school uniform policy.

If for any reason correct uniform is unavailable, a note from the parent will need to be brought to school with the student explaining the circumstance.

4 Duties of Teachers and Staff Concerning Uniform

All staff are asked to support the school uniform policy throughout the school day. A consistent approach is needed to ensure that high standards are maintained. It is the responsibility of all staff to work together to ensure that the uniform is consistently worn to the requirements specified in this document

Senior Leadership Team will have the final say regarding all uniform queries.

4.1 Form tutors:

All form tutors should check that correct uniform is being worn. All students will need to have correct uniform before entering and leaving the classroom. Form tutors will contact parents regarding uniform concerns.

4.2 Subject teachers:

All subject teachers are asked to meet their students at the door and check that correct uniform is in place before the students enter the classroom. Students should request permission from the subject teacher before removing his/her blazer. Teachers will ensure that students have correct uniform before they leave the classroom as well.

4.3 AM duty staff

Staff should check to see that correct uniform is worn before the students enter the main gates (outside Reception).

4.4 Break duty staff

Staff should check to see that students are wearing correct uniform during Break. The students are to have correct uniform throughout break. Blazers may only come off if the principal has allowed due to warm weather.

4.5 PM duty staff

Staff should check that correct uniform is being worn as the students are leaving school.

5 School Uniform Requirements

5.1 Primary phase

- Navy school sweatshirt or cardigan with the school logo
- White polo shirt with the school logo.
- Grey trousers, grey pinafore dress or grey skirt.
- Grey tailored shorts worn with the white polo shirt or a navy blue and white checked dress (summer)
- School shoes should be plain black and of a low and supportive style.
- Trainers and canvas style shoes are not permitted.
- Socks or tights should be either white, grey, or navy blue.
- A school hoodie /fleece with a logo for warmth.
- Children should wear a coat in a practical and suitable style for school.
- Hair styles must be sensible and appropriate for school with no un-natural hair colourants or shaved designs.
- Hair bands or bobbles should be discreet and in school uniform colours.
- No jewellery should be worn to school, except medical bracelets, stud earrings and a watch.
- All children are required to have a school logoed book bag which can be purchased from the Primary Office directly.

Primary PE Kit

- For indoor PE children should wear navy shorts and a plain white t-shirt.
- All primary pupils should have a pair of black plimsolls.
- For outdoor PE, all children require a pair of trainers for outdoor games activities (Velcro fasteners are preferred in Year 1 & Year 2).
- In cold weather navy jogging bottoms are required.
- Pupils in Reception, Year 1 and Year 2 should wear a plain amber / yellow sweatshirt and an additional pair of any navy / black PE socks
- In Year 3 - Year 6, pupils wear a navy blue and amber rugby shirt and require a pair of navy and amber football-style socks.
- Year 1 - Year 6 may also wear a navy / black woolly hat for cold weather and the school fleece can also be worn for extra warmth.
- All kit must be contained in our own school navy drawstring bag only and clearly marked on the outside with your child's name. (School logoed PE bags are available from the Primary Office)
- Children should not bring rucksacks or other bulky bags as space for coats and bags is extremely limited. Drawstring bags stay on pegs and do not clutter classrooms and corridors.
- Parents are requested to name every item of their child's uniform.

5.2 Secondary phase

We have high expectations of all our students and provide them with clear uniform guidelines to follow.

Blazers

- Official school blazer with school logo embroidered.
- Blazers must always be worn in and around the school unless permission has been granted by a senior member of staff. In lessons students may remove their blazer when permitted by the class teacher.
- Students must have the coloured strip that identifies them as a member of a specific house. This strip should be attached to their blazer top pocket
- Rolling-up of the blazer sleeves is not permitted

Polos: (Optional Item)

- During Terms 5 and 6 students will be able to wear the school polo.
- Official school polo with school logo embroidered (white) purchased from the Schoolwear Shop.
- A school blazer should be worn to and from school with the polo top. The blazer may be removed once in lessons when granted permission by the teacher.
- Polos are to be tucked in.

Shirts:

- All shirts must be white and professional looking.
- Boys are to wear collared shirts which are long enough to tuck into trousers. The top button of the shirt must be buttoned.
- Girls are to wear a reverse collar blouse.
- All shirts and blouses are to be tucked in.
- Coloured t-shirts which can be seen under the shirt are not permitted
- Shirts/blouses made of sheer material are not permitted

Trousers:

- Trousers should be black in colour, look professional and are acceptable when the material consists of a polyester blend.
- All trousers are to be ankle length or longer.
- Skinny style of trousers, chinos, trousers of any denim material, and trousers which are 'stuck to' the leg. Are not permitted
- Trousers rolled up is not permitted

Skirts:

- Black skirts only.
- Length requirement: (when the student places their hands down to the side of their thigh, the skirt must be 5cm below the middle fingertip)
- Skirts made of jersey or stretchy material are not permitted
- Skirts which do not meet the length requirement, or are ankle length are not permitted

Ties:

- Official school tie to be purchased from the school's uniform supplier

Tights and Socks:

- Black tights only are to be worn.
- Socks or tights may be worn with skirts.
- Boys and girls are to wear black socks only.

- Footless tights, leggings/Jeggings or white or coloured socks are not permitted

Jewellery:

- All jewellery must be removed for PE lessons.
- One pair stud earring (one in each ear – worn on the ear lobe only) and no bigger than 5mm
- One ring
- One watch (the watch should be discreet and not a fashion item)
- No facial/body/tongue piercings are permitted (If a student comes to school with a visible facial/body piercing, they will be asked to remove the piercing)
- Bracelets not permitted
- Necklaces not permitted
- If a student wants to get a piercing, it needs to be done earlier enough in the summer holidays so that it may be removed during school hours. (The piercing must be removed during term time)
- Charity bracelets which are sold through the school may be worn during the designated week for that specific charity.

Shoes:

- Formal school shoes and laces must be black- discreet buckles or fastening on school shoes will be accepted.
- Boots may only be worn for safety reasons when there is extreme weather and only when parents have been notified in writing/email/ text message by the school.
- Canvas shoes; trainers; or any shoes with coloured logos, edging, or different coloured soles are not permitted.
- Shoes that resemble trainers; sandals; boots (please see above), or open-toed shoes. This includes black Nike Air Force 1 are not permitted.
- Any shoes worn with logos will be 'blacked-out'. Are not permitted

Make-Up:

- Only lightly applied natural-looking makeup is allowed.
- It is up to the tutor and Head of Year to define the terms 'lightly applied' and 'natural looking'. If the tutor and Head of Year believe it not to be, the student will be asked to remove the makeup in school.
- Clear lip gloss and clear lip balm is allowed.
- Lipstick or lip gloss of any colour, coloured nail varnish, false eyelashes, false or acrylic nails are not permitted.

Hair:

- Hair should be tidy and of reasonable appearance.
- All hair colours should be natural-looking.
- All hair bands and hair accessories worn should be plain and navy blue or black. Any clip used to fasten hair should be small and unobtrusive in colour and style.
- Patterns or logos shaved into the hair, and no unnatural hair colours- purples, greens, blues, etc are permitted.
- No coloured hair accessories are to be worn unless they are navy blue or black permitted

Hats, Gloves and Scarves:

- Hats, gloves, and scarves may be worn to and from school.
- All items are to be removed once entering the school premises for AM Registration and lessons.
- Hats, gloves, and scarves may be worn during Break and Lunch when weather appropriate.
- Head scarves may be worn for religious reasons.
- Hats, gloves, and scarves are not to be worn while in lessons.

Coats, Jackets and Hoodies:

- Coats and jackets may be worn to and from school.
- All items must be removed by AM registration.
- Coats and jackets may not be worn during lessons; however, coats and jackets may be worn during Break and Lunch when weather appropriate.
- Hoodies are not an acceptable item in school. If worn to and from school, they must be removed in AM Registration. (Hoodies being worn during the school day will be confiscated)

Pullover Jumpers (Optional Item):

- All black pullover jumpers must be the official school logo jumper. This is to be purchased from the Schoolwear Shop.
- Pullover jumpers are not required. They are an optional item.
- Pullover jumpers do not take the place of a school blazer.
- Official school logo sleeveless slipovers are also available from the school uniform suppliers.

Bags:

- Students should use a bag for school that is big enough to transport all their equipment for school without damage to this equipment – such as exercise books/ A4 folders, pencil case etc.
- Small bags/handbags that are unable to contain appropriate equipment are not permitted.

Secondary PE kit:

- Black Logoed Polo Shirt (two fits available)
- Black Logoed Overlayer Jacket Full Zip or ¼ Zip
- Black leggings with CCS logo - Only leggings with our logo are permitted.
- Black Shadow Stripe Shorts
- Black Logoed Track Pants
- Black & Gold Socks
- Base Layer of any colour for extra warmth
- Trainers
- Football boots

Note:

- To avoid any discrimination at CCS because of student gender, sexual orientation, or gender reassignment, the items in the dress codes for boys and girls can be interchangeable.

- The boy/girl options will not apply to any child or young person who wishes to wear the uniform items that they feel reflect their gender best.
- All students will need to adhere to health and safety requirements, such as tying up long hair for PE, jewellery, etc regardless of gender.

5.3 Sixth form

We expect students to dress appropriately for the modern workplace and follow the Sixth Form dress code. The Sixth Form team and tutors will intervene where dress falls below our expectations.

Acceptable Uniform

- Trousers
- Chinos
- Black, smart denim
- Polo shirts
- Blouses
- Shirts with collars
- Jumpers
- Smart t-shirts
- Jackets/Blazers
- Cardigans
- Pullovers
- Skirts (not form fitting and appropriate length)
- Dresses (appropriate length)

Not permitted uniform: There are some items which we consider inappropriate for school including:

- Blue/Grey/Very faded denim
- Rippled/Split and camouflage
- Excessively revealing clothes (i.e., open neck/back, short, cropped)
- Excessively high shoes
- Flip flops & sliders
- Visible facial piercings
- Track bottoms, sports branded clothes & gym attire/shorts
- Items with offensive/provocative slogans / adult – themed images / logos
- See-through material

Note:

To avoid any discrimination at CCS because of student gender, sexual orientation, or gender reassignment, the items in the dress codes for boys and girls can be interchangeable.

The boy/girl options will not apply to any child or young person who wishes to wear the uniform items that they feel reflect their gender best.

All students will need to adhere to health and safety requirements, such as tying up long hair for PE, jewellery, etc regardless of gender.

6 Enforcement of uniform

The vast majority of students value the uniform and wear it with significant pride. However, a student's failure to adhere to the school uniform policy is a clear breach of the school behaviour code.

Persistent failure to adhere to the uniform guidance will be seen as persistent poor behaviour and will result in a substantial consequence that may include a fixed term exclusion from the school. Other consequences that may be applied include isolation from normal classes until the uniform issues are rectified.

We will stock a supply of uniform items at school which the students will be asked to change into if not wearing proper uniform.

The school also reserves the right to ask students who are not wearing proper school uniform to go home and change. In this instance, parents will be contacted prior to any student leaving the school premises.

Approval for any student not to wear full uniform must be sought, by parents, in writing, directly to the principal or in his absence, one of the vice principals. This will only be accepted when there is an exceptional justification for the student not to wear uniform. If a decision is made to not accept the parental explanation, parents will be contacted directly to help them find an alternative.

In situations where, for whatever reason, there are financial issues which are hindering a parent's ability to provide school uniform, parents are advised to contact the principal's office. All enquiries regarding financial support will be dealt with sensitively and confidentially and will not be shared with classroom staff or form tutors.

7 CCS School Uniform Supplier

The Schoolwear Shop Ltd – Northampton

40 – 42 Abington Square, Northampton, NN1 4AA.

Opening hours 9 am – 5.30 pm Monday to Saturday.

Telephone: 01604 635828 Fax: 01604 636828

www.TheSchoolwearShop.net

(Available online or in the shop)