

Carshalton High School for Girls

Uniform Policy

November 2018

General

The uniform and the manner in which it is worn is a reflection on the school and its standards. Carshalton High School for Girls believes in the highest standards, highest aspirations and the highest expectations in all aspects of school life.

All students are responsible for ensuring that they present themselves neatly and adhering to the requirements of the uniform code. Students are representatives of Carshalton High School for Girls; therefore uniform should be worn in the correct manner on the way to and from school, throughout the school day and on school journeys (unless otherwise instructed).

Carshalton High School for Girls has a uniform because:

- It identifies students as belonging to the school and helps in the creation of a school community - the wearing of school uniforms emphasises membership and group identity, fostering a community spirit.
- It provides a framework for young people who need to learn that different dress codes are required for different circumstances and prepares many for a work environment where formal dress is required.
- It avoids the excesses of competition in fashionable/designer label clothes which many families cannot afford.
- The wearing of school uniforms helps students to realise that a person's unique gifts and personality traits go deeper than their apparel and aren't diminished by uniform dress.
- It is perceived positively by prospective parents.
- Wearing of school uniforms prevents the formation of dress-identified cliques.
- Smart appearance is increasingly an important aspect of modern life and instils self-confidence and a sense of personal respect.
- There is clear evidence that students who are self-disciplined with regard to their uniform apply the same self-discipline to other aspects of school i.e. homework and personal organisation.
- Most significantly, all of the above can have a positive impact on a student's progress in school.

It is expected that parents support the school uniform policy as per the Home School Agreement and are urged to telephone the school if there is any query.

All uniform items should be clearly marked with the student's name.

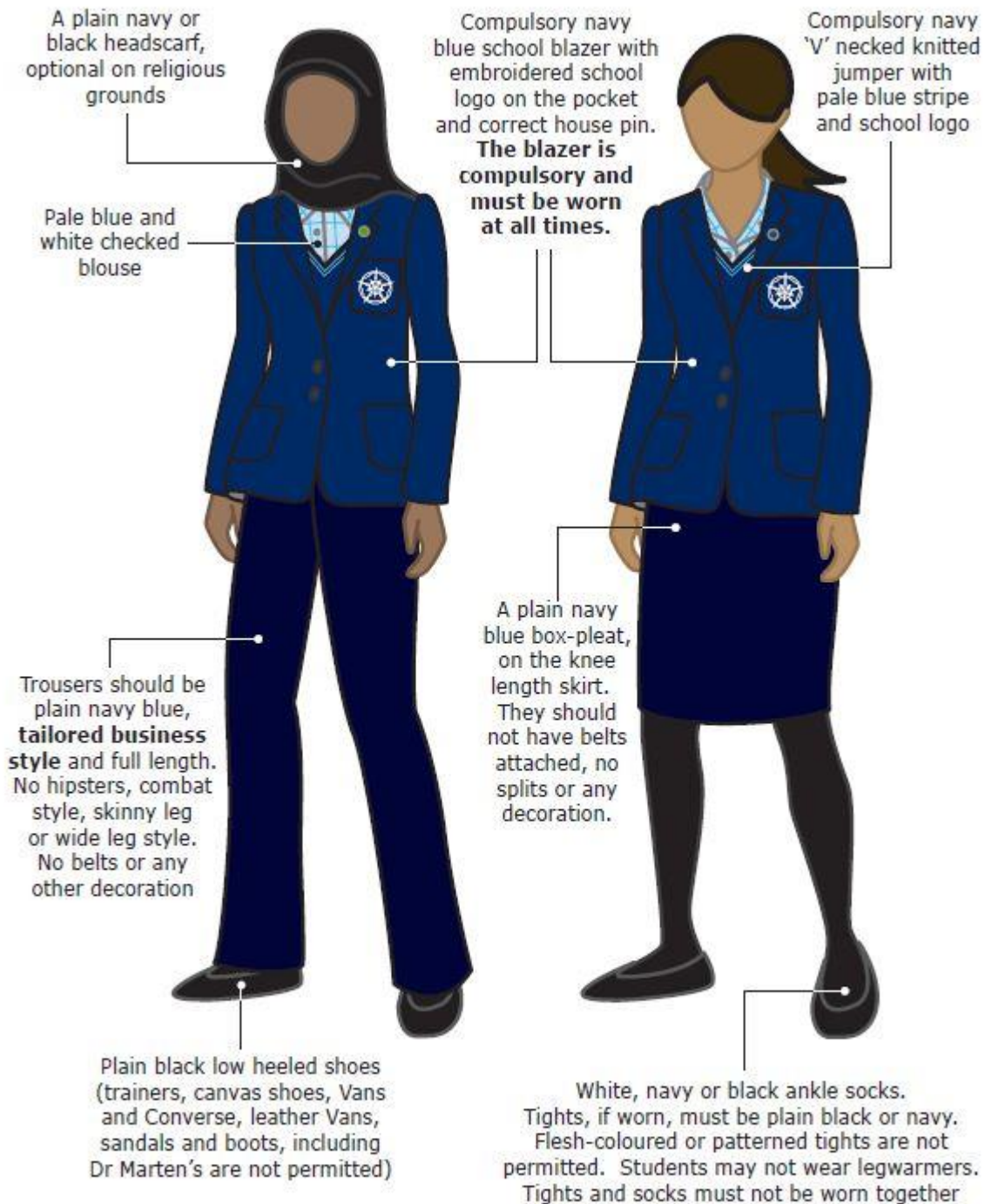
Supply of School Uniform

The School outfitters: 'Trutex', 140 Central Road, Worcester Park, KT4 8HH. Tel: 020 8337 6230.

Trutex do provide a whole range at competitive prices, enabling everything to be bought in one visit. Alternatively you can shop online by logging on to the school website, www.chsg.org.uk and go to the uniform link in the "Parents" menu.

Items that must be brought from our suppliers are blazer, pullover, blouse and PE kit. All other items can be purchased from another supplier as long as they meet the school uniform criteria.

School Uniform

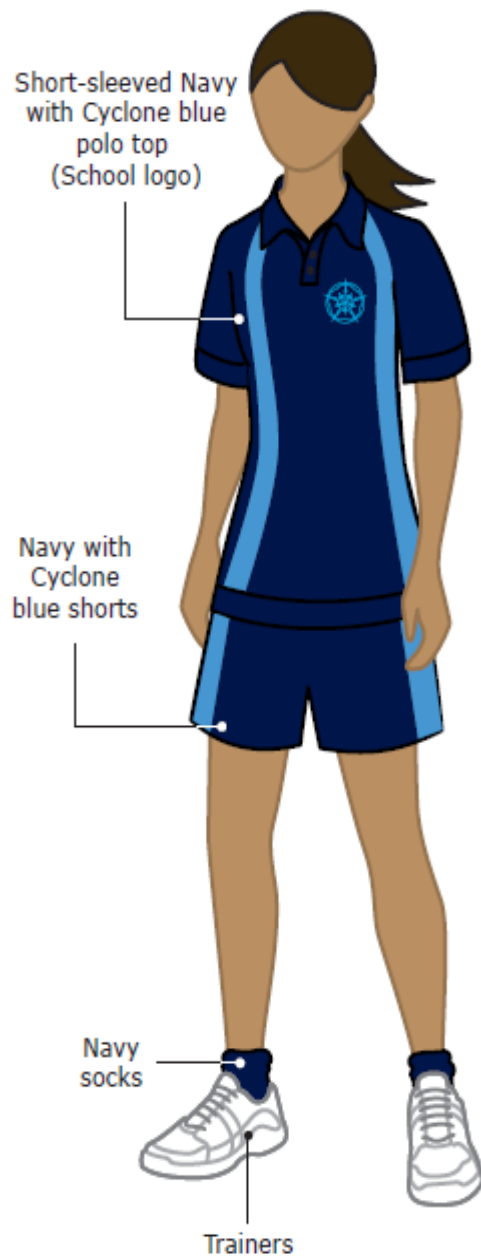


Sensible outdoor coat in plain black or navy, no hooded tops are acceptable. Denim, Leather or Fur jackets (real or simulated) must not be worn.

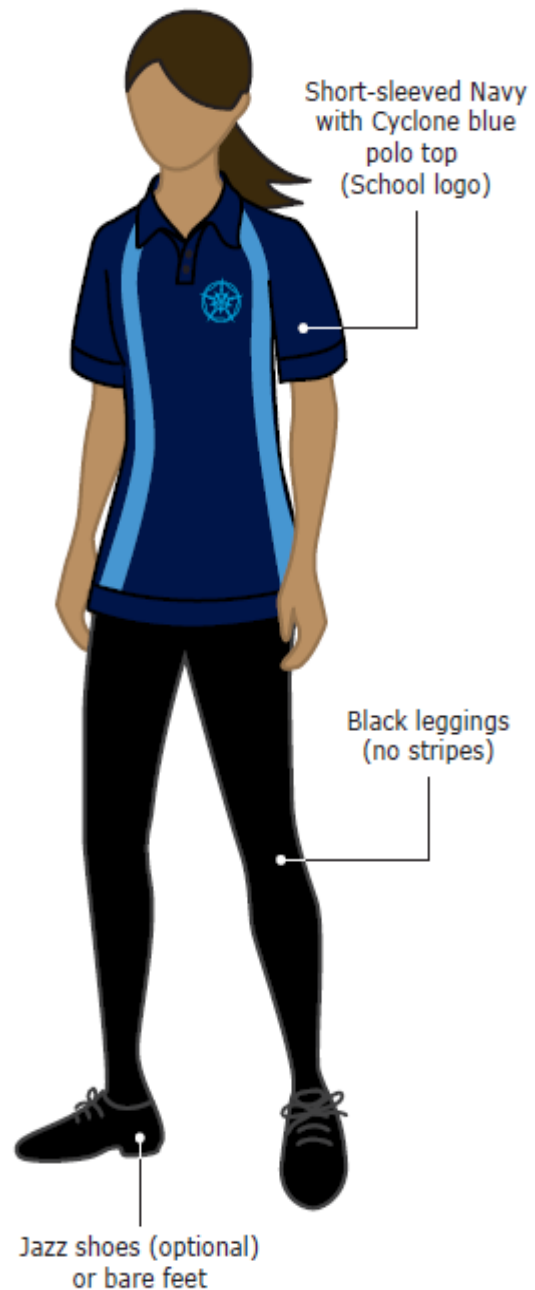
In the winter a plain black or school scarf may be worn to and from school.

PE and Dance Uniform

PE: Compulsory items



Dance: Compulsory items



Shin-pads and football boots for football and hockey would be preferable but not compulsory.

Optional items:

Rain jacket with school logo and tracksuit bottoms with school logo. Only school logo tracksuit bottoms will be accepted.

School Uniform List

School Uniform

- * Compulsory navy blue school blazer with embroidered school emblem on the pocket and House pin
- * Compulsory navy blue 'V' necked knitted jumper with pale blue stripe and school logo. This may be removed during the summer. Jumpers are to be worn over the skirt and not tucked in.
- * Year 11 students can choose to wear either the blue school blazer or the Year 11 cardigan which is exclusive to their year group. Jumpers may be worn with the blazer but not on their own.
- * A plain navy blue box pleat, on-the-knee length skirt (no belts attached; no splits or any other decoration) or navy blue trousers. These must be tailored business style and full length. They should not be hipsters, combat style, skin-tight or wide leg, have belts attached or any other decoration
- * Pale blue and white checked blouse
- * Sensible outdoor coat in plain black or navy, (denim, bomber jackets, leather or fur coats/jackets – real or simulated – **must not be worn**).
- * Hooded tops, baseball caps, bandanas or multicoloured headscarves are not allowed.
- * Plain black low heeled shoes (trainers, canvas shoes, leather Vans, sandals, sliders and boots higher than the ankle, including Dr Marten's, are **not permitted**). Only black shoelaces are permitted. Please see below for additional guidance regarding footwear.
- * White, navy or black ankle socks. Tights must be plain black or navy (flesh coloured and patterned tights are not permitted). Students **may not** wear legwarmers. Tights and socks **may not** be worn together
- * A plain navy or black headscarf for students who need to cover their head on religious grounds
- * In the winter only a plain black, navy or school scarf may be worn to and from school. No other colours are permitted.
- * A suitable school bag that is large enough for A4 size books

Compulsory PE and Dance items

For Dance

- * Short sleeved Navy with Cyclone blue polo top (School logo)
- * Black leggings (no stripes)
- * Jazz shoes (optional) or bare feet

For PE

- * Short sleeved with Cyclone blue polo top (School logo)
- * Navy with Cyclone blue shorts
- * Trainers and navy socks
- * Shin pads and football boots for football and hockey would be preferable but are not compulsory.

Optional Additional Items for PE and Dance

- * **Optional** item for cold weather – Rain Jacket with School logo
- * **Optional** item for cold weather – Tracksuit bottoms with School logo

School Uniform List

Jewellery

The only items permitted are as follows:

- * A wrist watch
- * One small pair of plain gold or silver studs no more than 5mm in diameter (one in each ear). Decorative earrings (costume earrings), sleepers or hooped earrings of any type are not allowed. Year 11 students ONLY may wear the pair in the same ear.
- * A religious necklace which must be worn inside the blouse or sweatshirt
- * Rings, bracelets, bangles or necklaces (other than those for religious purposes) are **not permitted**.

**No forms of facial jewellery or tongue piercings are permitted.
Covering such jewellery with a plaster or replacing it with a plastic stud is NOT permitted.**

Make Up and Hairstyles

- * Conventional hairstyles and natural colours **only** are acceptable. Any hair ornaments must be navy blue, black or white (single colour only) and must be no wider than 10cm.
- * Year 7 and 8 students should not wear any makeup but from Year 9 natural make up is acceptable (students must not wear heavy makeup; this includes eye liner, eye shadow, heavy foundation/blusher or lipstick). Coloured/patterned contact lenses should not be worn
- * Coloured nail varnish & false nails are not allowed, students **MUST NOT** bring false nails & glue to school.
- * False eyelashes are **not permitted**.

If students are not compliant with the uniform requirements sanctions will be set in accordance with our School Uniform Policy.

Ultimately, students may be sent home to change or internally isolated until the issue is resolved.

The school outfitters:

Trutex provide the whole range of uniform items at competitive prices, enabling everything to be bought in one visit. Also they have an online shopping facility that can be accessed via their web site.

Trutex - 140 Central Road, Worcester Park, KT4 8HH, tel: 020 8337 6230,
www.casualschoolwear.co.uk.

Footwear

Students are **only permitted** to wear the footwear detailed in the guidelines of our policy. Therefore parents are asked to purchase footwear that is practical, sensible and able to meet the demands of a busy school day. All other forms of footwear are not allowed and will not be worn in school without sanction. In the instance that a student must wear trainers for health reasons a parental note will **not be adequate**. In these circumstances, it must be accompanied by a registered Doctor's note and students must wear **black trainers only** – no other colour of trainers is allowed.

Sanctions for Breach of Uniform Policy

In the first instance, parents will be contacted by phone, e-mail or by letter to notify them of the breach in uniform regulations. The following sanctions will apply:

- Students who arrive to school with trainers or inappropriate trousers will be isolated for the day or until the matter is resolved, up to a maximum of 3 days. Following 3 days this will lead to a Fixed Period Exclusion. Students can only wear trainers if this is supported by a medical note. In this instance, trainers must be black.
- Students who arrive with inappropriate hair colour, false nails or eyelashes will be placed into isolation immediately. Students will work in isolation until the matter is resolved, up to a maximum of 3 days. Following 3 days this will lead to a Fixed Period Exclusion.
- Students who do not have a blazer will be placed into isolation until the matter is resolved. Students will work in isolation until the matter is resolved, up to a maximum of 3 days. Following 3 days this will lead to a Fixed Period Exclusion.
- Students who do not wear correct uniform to and from school will have their items confiscated until they can be collected by a parent and will be issued with an SLT detention.
- Excessive or inappropriate jewellery will be confiscated and placed in an envelope and kept safely by the Headteacher's PA until collected by a parent.
- Non regulation scarves, headwear, coats and hoodies will be confiscated and kept safely by the Headteacher's PA until collected by a parent.
- Students will be provided with makeup remover or a facial wipe in order to remove excessive make up.
- Persistent offenders will be placed onto a Uniform report for monitoring by their tutor, Head of Year or Senior Leadership Team member responsible for the year group
- Students in extreme cases will be sent home to change if they arrive at school in clothes which contravene the School Uniform Policy. Parents will be contacted by the Year Leader to collect their child or to give permission for the child to go home in these circumstances. Where parental permission cannot be obtained, students will work in isolation and parents will be contacted by phone or letter – students will remain in isolation until a satisfactory solution is reached.
- Breaches occurring beyond the sanctions above will be dealt with in accordance with the existing school disciplinary procedures involving the Headteacher.

Responsibilities of a Year Leader

The Year Leader has overall responsibility for pastoral care and uniform within a year group and enforcing the rules on uniform and equipment. It is the Year Leader's responsibility to ensure:

- Uniform standards are met and maintained within the year group through regular monitoring of uniform, uniform reports, observations in assemblies and weekly visits to tutor groups.

- Sanctions are set (including isolation), where appropriate, in line with the School Uniform Policy.
- Items of non-regulation uniform are confiscated and given to the Headteacher's PA with clear labels identifying the student and their tutor group.
- They work with tutors and advise where necessary on issues regarding uniform.
- Contact with parents of students who are to be isolated or are persistent offenders regarding uniform is made and a record kept of this communication.
- Clear communication is made with parents who have been isolated for 3 days that a Fixed Period Exclusion will be in place for the 4th day if the matter is not resolved; Year leaders have the discretion to extend the period of isolation in consultation with their SLT Mentor.
- They liaise with SLT Mentor regarding students who are due for Fixed Period Exclusion (see above)
- Meetings are held with the parents of persistent offenders.
- They check uniform standards of all classrooms when on duty patrol.
- They liaise with SLT Mentor on students who have been isolated or are persistent offenders.

Responsibilities of a Form Tutor

The Form Tutor is the first point of contact in the morning. The tutor must ensure:

- Students are wearing the correct uniform by checking each individual student daily and follow the School uniform sanctions policy where action is required.
- Items of non-regulation uniform are confiscated and given to the Headteacher's PA with clear labels identifying the student and their tutor group.
- Students have the correct equipment for the school day.
- Contact is made with parents if either of these are incorrect.
- Students are sent to the Year Leader for internal isolation where relevant regarding uniform.

Responsibilities of a Classroom teacher

All teachers have a daily responsibility to ensure the highest standards are maintained regarding uniform. Teachers must ensure:

- Uniform checks are completed prior to entering and leaving the classroom and follow the School uniform policy where action is required.
- Students may remove blazers in lessons but the classroom teacher must ensure they are worn when students leave lessons.
- Items of non-regulation uniform are confiscated and given to the Headteacher's PA with clear labels identifying the student and their tutor group.
- Contact is made the student's Form Tutor or Head of Year.
- A record is made on SIMS regarding any uniform infringements with full details given.

Care of Personal Belongings

Students must take care of all items of clothing, shoes and valuables. All uniform including footwear and PE/Dance kit must be clearly named. All belongings should be kept in a locker and not left unattended except where directed by a teacher. The school insurance does not cover loss of personal property and will not pay for replacement of lost items. Parents are advised to have personal belongings covered by their home insurance policy.

PE/Dance Lessons

Students must come to school suitably prepared to take part in the physical demands of PE and Dance. As a Health and Safety matter, students should wear the items listed as part of our PE / Dance uniform. Students will not require specialist sporting equipment beyond the list highlighted in this policy. Please note:

- A T-shirt is not an acceptable alternative to the polo shirt.
- Any other colour jogging trousers or tracksuit bottoms are not to be worn (black only).
- Students must wear trainers in lessons or studded boots.

Following changes to the PE / Dance uniform in September 2016 some students may still wear the white polo shirts. If these are to be replaced it must be done so with the new PE kit detailed above.

General PE/Dance rules

- If a child is excused from PE/Dance, a note from parents is essential; this must be presented to the teacher at the start of the lesson. PE kit must still be brought in unless the student cannot physically get changed (for example, if a child has a broken leg).
- If the PE kit is lost/mislaid, a note from parents must be supplied to the teacher. Loan kit will be given to the student to ensure participation in the lesson. Parents are encouraged to replace the kit as soon as possible.
- If a child does not have rugby or football boots the full outdoor kit must still be brought to the lesson.
- The school detention system will be enforced if as student fails to observe any of the above rules.