

Chulmleigh Academy Trust

Appearance and Uniform Policy

Approved by the Board of Directors on: 30th March 2023

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A. Introduction

1. Our policy provides a framework of expectations and requirements for pupil / student appearance and uniform.

B. Statement of Intent

1. Our policy is based on the belief that appearance including school uniform:
 - i. Promotes the ethos of our schools and a sense of pride
 - ii. Provides a sense of belonging and school community
 - iii. Creates a shared identity and common sense of purpose
 - iv. Supports our commitment to inclusion
 - v. Promotes positive behaviour for learning with the aim of enabling all pupils / students to achieve their potential
2. Our policy aims to:
 - i. Set out our approach to requiring a uniform that is of reasonable cost and offers the best value for money for parents and carers.
 - ii. Explain how we will avoid discrimination in line with our legal duties under the Equality Act 2010.
 - iii. Clarify our expectations for appearance including school uniform

C. Our Context

1. Chulmleigh Academy Trust consists of four schools, one secondary and three primaries. This policy applies to all schools. When there is school or phase specific detail this is clearly specified.
2. We use the term pupil to refer to children attending our primary schools and the term student to children attending our college.

D. Legal Framework

1. The Equality Act 2010 prohibits discrimination against an individual based on the protected characteristics, which include sex, race, religion or belief, and gender reassignment.
2. To avoid discrimination, the schools in our Trust will:
 - a. Avoid listing uniform items based on sex, to give all students the opportunity to wear the required uniform they feel most comfortable in or that most reflects their self-identified gender
 - b. Make sure that our uniform costs the same for all students
 - c. Allow all students to have long hair (though we reserve the right to ask for this to be tied back)

- d. Allow students to wear headscarves and other religious or cultural symbols
- e. Equally apply this policy to all pupils / students.
- f. Allow for adaptations to our policy on the grounds of equality by asking students or their parents/carers to get in touch with their child's Head of School (Primary Schools) / Head of Year (College), who can answer questions about the policy and respond to any requests

2. Education (Guidance about Costs of School Uniforms) Act 2021

E. Appearance Expectations

1. The Trust stands for high standards of pupil / student appearance including uniform.
2. Pupils / students are expected to present themselves smartly and appropriately at all times and wear their full uniform, with pride
3. All pupils / students must wear school uniform when attending school, or on occasions when children are representing the school, this includes while at school, on the way to school, on the way home and on school trips (unless otherwise permitted).

F. Code of appearance and uniform requirements

1. Our expectations and requirements about appearance at the Trust's schools are described below.
2. Specific uniform requirements are provided in the appendix.
 - a. **Jewellery:** If ears are pierced one stud in each ear may be worn. At the College one small neck chain and one plain ring. No other jewellery is permitted. Jewellery must be removed for physical education activities.
 - b. **Piercings:** A maximum of one pair of small and discreet ear studs (ie 5mm diameter maximum) are allowed, one in the lobe of each ear. No other piercings or spacers, including clear or retaining piercings, are permitted. Nose, tongue or other facial piercings are not permitted.
 - c. **Make-up and eyebrows:** Make-up is discouraged. If worn, make-up must be hardly noticeable, natural and very subtle. Eyebrows should have a natural shape, size and colour. Students will be asked to remove false eyelashes and any obvious make-up.

- d. **Body Art:** Tattoos, even if only temporary, henna decorations and other body art are not permitted.
- e. **Hair:** Only natural hair colours are acceptable. Dyed, tipped or dipped hair are not allowed. We do not permit extreme haircuts including length variations within hairstyles, such as undercuts or 'mullet' style with shaving around the ears. For Health & Safety reasons long hair should be tied up in some subject areas, including DT, Science and PE
- f. **Nails:** We do not permit false acrylic or gel fingernails or any form of coloured nail varnish or Shellac. Clear nail varnish only may be worn.
- g. **Medical:** At times students have medical conditions which make it difficult to comply with uniform requirements. We request that parents / carers discuss this with senior leaders prior to a pupil / student breaking rule as this avoids embarrassment and upset.
- h. **Religious or Cultural Differences:** The Trust welcomes and celebrates diversity and, therefore, if any of the above requirements conflict with recognised religious or cultural modes of dress, we would be happy to discuss this with parents / carers

G. Costs associated with the uniform

1. Our schools have a duty to make sure that the uniform we require is affordable, in line with statutory guidance from the Department for Education on the cost of school uniform.
2. We understand that items with distinctive characteristics (such as branded items, or items that must have a school logo or a unique fabric/colour/design) cannot be purchased from a wide range of retailers and that requiring many such items limits parents' ability to 'shop around' for a low price.
3. We will make sure our uniform:
 - a. Is available at a reasonable cost
 - b. Provides the best value for money for parents/carers
4. We will do this by:
 - a. Carefully considering whether any items with distinctive characteristics are necessary
 - b. Limiting any items with distinctive characteristics where possible

- c. Keeping the number of optional branded items to a minimum, so that the school's uniform can act as a social leveller
 - d. Making sure that arrangements are in place for parents to acquire second-hand uniform items
 - e. Avoiding frequent changes to uniform specifications and minimising the financial impact on parents of any changes
 - f. Consulting with parents / carers and pupils / students on any proposed significant changes to the uniform policy and carefully considering any complaints about the policy
 - g. Negotiating with uniform providers for best value arrangements and reviewing those arrangements regularly
 - h. Retendering within every 5 years.
5. The Trust's approved supplier is Thomas Moore, Exeter

H. Supporting Compliance

1. To support our Appearance / Uniform Policy
 - a. This policy, including clear requirements for appearance and uniform, will be posted on the websites of each specific school.
 - b. Schools will provide written and verbal information to pupils/students and parents/carers about appearance and uniform requirements.
 - c. Staff must encourage and support required appearance / uniform in appropriate interactions with pupils / students, e.g. tutor time (college), class time (primary schools), assemblies, etc.
 - d. Staff must respond quickly and sensitively to non-compliance.
 - e. Staff must follow the Trust's required procedures in responding to non-compliance.

Primary Schools

- f. At our primary schools the relationships between the class teacher, their pupils and their parents / carers are vital, and must deal with uniform issues sensitively and informally.
- g. Should the class teacher have to respond to an issue or become aware of a concern they must inform the Head of School.
- h. The Head of School will use their professional judgement in making an appropriate response.

College

- i. At the College the form tutor is the first point of contact in identifying non-compliance.
- j. Any student arriving in non-compliant uniform and/or appearance will be asked to change into the appropriate uniform or address the issue of appearance, and when practical and safe, may be sent home to change.
- k. Students could possibly spend the day in internal isolation, with a Uniform Note being sent home to parents / carers.

I. Parent / Carer Engagement

1. The Trust engages with parents / carers in the following ways:
 - a. Academy Advisory Groups for each school
 - b. Dialogue with Parent, Teacher, and Friends Associations
 - c. Opportunities for open communication with Head of School (primary schools) or Head of Year / Senior Leaders (college)
2. The Trust engages with pupils / students through the School Council arrangements at each school.

J. Responsibility of Pupils / Students

1. It is the responsibility of our students to make themselves aware of this school policy, and to uphold it. This includes:
 - a. knowing the correct uniform that should be worn.
 - b. the correct way in which the uniform should be worn.
 - c. bringing adequate equipment into school.
 - d. the care taken in their personal appearance while in uniform.
2. Pupils / Students should also be aware that failure to follow this policy may lead to sanctions.
3. Pupils / Students are expected to wear their full uniform, with pride. This includes on the way to school and on the way home.
4. Pupils / Students, and their parents / carers are advised to pay particular attention to the uniform details and ask for advice should they have any questions.
5. Pupils / Students must be clean and tidily dressed at all times.
6. All uniform should be kept in good state of repair, with no holes or rips.
7. Shirts must always be tucked into skirts or trousers and top buttons should be fastened.

K. Responsibility of Parents / Carers

1. Parents and carers are expected to make sure their child has the correct uniform and PE kit, and that every item is:

- a. Clean
 - b. Clearly labelled with the child's name
 - c. In good condition
- 2. Parents are expected to contact the Head of School (Primary Schools) / Head of Year (College) if they want to request an amendment to the uniform policy in relation to:
 - a. Their child's protected characteristics
 - b. The cost of the uniform
- 3. Parents / carers are expected to lodge any issues or objections relating to the school uniform in a timely and reasonable manner.
- 4. Disputes about the cost of the school uniform will be:
 - a. Resolved at a school level
 - b. Dealt with in accordance with our school's complaints policy
- 5. Within the parameters of this policy schools will work closely with parents / carers with the aim of arriving at a mutually acceptable outcome.
- 6. Parents are expected to inform the school immediately if there are reasonable reasons why a pupil is not in correct uniform.

L. Responsibility of Staff

- 1. Staff are expected to set good examples and promote high expectations for student / pupil appearance and uniform.
- 2. Tutors (college) and class teachers (primary school) will monitor uniform each morning to support pupils / students being ready to learn
- 3. Staff will give any pupils / students and parents / carers breaching the uniform policy the opportunity to comply but will follow up with the Head of School (primary schools) / Senior Leaders (college) if the situation doesn't improve.
- 4. Ongoing breaches of our uniform policy will be dealt with through the school's Behaviour Policy
- 5. In cases where it is suspected that financial hardship has resulted in a student not complying with this uniform policy, staff will take a mindful and considerate approach to resolving the situation.

M. Responsibility of Directors

- 1. The Board of Directors will review this policy and make sure that it:
 - a. Is appropriate for our Chulmleigh Academy Trust context
 - b. Is implemented fairly across the school
 - c. considers the views of parents and pupils / students
 - d. Offers a uniform that is appropriate, practical and safe for all pupils / students
- 2. Directors will also make sure that the school's uniform supplier arrangements give the highest priority to cost and value for money,

for example by avoiding single supplier contracts and by re-tendering contracts at least every 5 years.

N. Implementation of the policy - school procedures

1. The Executive Headteacher is responsible for the implementation of this policy across the Trust's schools and make any operational decisions in relation to its implementation.
2. Within the procedures agreed for implementation at each school the Executive Headteacher may delegate specific responsibilities to key and named staff within the schools.

O. Approach and Sanctions for Non-compliance

1. Trust wide procedures must be followed when a pupils/ students fails to adopt the correct appearance including uniform.
2. Our aim is to minimise any disruption in class, and to enforce the policy consistently and with clarity without judgment on the cause.

Primary Schools

3. If a pupil fails to meet any single element of the uniform policy the class teacher will raise the issue informally with pupils/ parents / carers.
4. If the issue warrants immediate action or continues the Head of School will discuss the issue with parents with the aim of securing a resolution.

College

5. If a student fails to meet any single element of this policy (uniform, appearance, or equipment), the Head of Year must be notified.
6. The Head of Year will ask the student to return home to rectify the situation if this is practically feasible and safe to do so.
7. If it is not possible to immediately rectify the non-compliance the Head of Year will issue a Uniform Note stating the issue and the date by which the issue must be resolved.
8. The college reserves the right to place a student in "isolation" without argument until the situation can be rectified. The student will remain in isolation for the rest of the day or unless a parent / carer is able to rectify the missing uniform or incorrect appearance.
9. This will be enforced consistently with zero tolerance, in order to minimise any disruption in class and ensure that students and staff understand the expectations.
10. Isolation in this context is a productive space provided in a separate room, where the student can do work we provide. This will ensure the student does not miss valuable learning time and avoids disruption to class learning.

P. Complaints and Challenges

1. The school endeavours to resolve all uniform complaints and challenges at a school level and informally, in accordance with the Trust's Complaints Policy.
2. To make a complaint, parents/carers should refer to the Complaints Policy and follow the procedures outlined.
3. When a complaint is received, the specific school should work with parents/carers with the aim at arriving at a mutually acceptable outcome.
4. Directors are willing to consider reasonable requests for flexibility to allow a pupil to accommodate religious and cultural circumstances.

Q. Monitoring

1. The Executive Headteacher is responsible for the monitoring of the consistent implementation of this policy in all the Trust's schools.
2. Directors will receive, at least annually, reports on the implementation of the policy through Academy Advisory Group meetings and Standard Committee meetings.

R. Review

1. Directors will review this policy every two years or more frequently if the legal or strategic framework changes.

S. Links to other policies

1. This policy is linked to our:
 - a. Behaviour Policy
 - b. Equal Opportunities Policy
 - c. Equality Policy and Accessibility Plan
 - d. Health and Safety Policy
 - e. Complaints Policy

T. Appendix - Uniform Requirements

Chulmleigh Primary

- Navy blue school sweatshirt with logo
- Navy zip up fleece with school logo (optional)
- White blouse or white polo shirt
- Black skirt or black pinafore dress or black long or short trousers
- White socks or black tights

- Black leather or (leather effect) shoes
- In the summer, a blue and white checked dress is optional
- Reception children wear navy blue or black jogging bottoms and also need waterproof trousers and coats
- Year 6 Academy pupils wear ties and V-neck jumpers
- Leggings under skirts are not permitted.

Shoes

- Plain black shoes of sensible and safe style.
- No canvas style shoes, boots, trainers, open-toed, pumps, high-heeled or sling-back shoes or UGG boots are allowed

PE Kit

- All children (excluding Reception) should have a named PE bag with the following kit at school each day: black shorts, white t-shirt or vest, and non-marking trainers. Black or blue joggers are optional.
- All clothing and sports equipment must be labelled clearly.

Lapford

- Red school sweatshirt with logo
- White blouse or polo shirt
- Black skirt or Black pinafore dress or black trousers or shorts
- White socks or black tights
- Black leather or (leather effect) shoes
- In the summer, a red and white checked dress is optional
- Leggings under skirts are not permitted.

Shoes

- Plain black shoes of sensible and safe style.
- No canvas style shoes, boots, trainers, open-toed, pumps, high-heeled or sling-back shoes or UGG boots are allowed

PE Kit

- All children should have a named PE bag with the following kit at school each day Shorts, T-shirt or vest, and non-marking trainers
- All clothing and sports equipment must be labelled clearly.

East Worlington

- Maroon sweatshirt with school logo
- Gold polo shirt (generic or with school logo)
- Black skirt or black pinafore dress or black trousers or shorts
- White socks or black tights
- Black leather or (leather effect) shoes
- In the summer, a yellow and white checked dress is optional
- Leggings under skirts are not permitted.

Shoes

- Plain black shoes of sensible and safe style.
- No canvas style shoes, boots, trainers, open-toed, pumps, high-heeled or sling-back shoes or UGG boots are allowed

PE Kit

- All pupils must have a named PE bag with the following kit at school each day Shorts, T-shirt or vest, and non-marking trainers
- All clothing and sports equipment must be labelled clearly.

Chulmleigh Community College

Blazers

- Black blazers with College logo purchased from the College's approved supplier, Thomas Moore, Exeter

Shirts

- Plain white shirt with long or short sleeves. All shirts should be long enough to tuck into trousers and skirts at all times (available from generic suppliers)

Tie

- House colour clip-on tie available from Thomas Moore Exeter. Please note that if pins are removed from ties, or knots are modified, the tie will need to be replaced

Trousers

- Plain black school trousers. Non-shiny, no adornments, no tight-fitting trousers or jeans. In the summer term formal plain black knee-length shorts may be worn (available from generic suppliers)

Skirts

- School black box pleated skirt, knee-length. Available from Thomas Moore Exeter, or generic suppliers, but style must be as stated

Jumpers

- Optional black V-neck, long sleeved jumper with College logo. Available from Thomas Moore Exeter

Socks

- Plain black socks

Outside coat

- A sensible outdoor coat or jacket, essentially plain. No logos allowed.

Shoes

- Plain black shoes of sensible and safe style.
- No canvas style shoes, boots, trainers, open-toed, pumps, high-heeled or sling-back shoes or UGG boots are allowed

Games kit

- Rugby shirt in House colour. Available from Thomas Moore Exeter.
- Black shorts (generic suppliers)
- Black rugby socks (generic suppliers)
- Football boots

Sports kit

- Black polo shirt with College logo available from Thomas Moore Exeter
- Black shorts - an appropriate length, no Nike Pros (generic suppliers)

- White socks
- Non-marking training shoes
- Optional - Plain black leggings or tracksuit bottoms (generic suppliers)

Aprons

- It is essential that an apron is worn in practical lessons such as Art and Technology.