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# School Uniform Policy

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**Link Governor:** C Foyle

**Policy Approved**      **Signed: C Foyle**      **Date: 09.06.22**

Policy Reviewed      Signed:      Date:

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## Statement of intent

Hardwick Primary School believes that a consistent school uniform policy is vital to promote the ethos of the school and provide a sense of belonging and identity for all pupils, regardless of their protected characteristics or socio-economic circumstances.

This policy lays out the measures the school has taken to ensure a consistent, fair and inclusive uniform policy, and to implement a uniform that reflects the needs of all pupils and is affordable and the best value for money for the school and pupils' families.

We believe that pupils learn most effectively and achieve their best outcomes when they are comfortable, able to be themselves, and dressed in such a way that sets an appropriate tone for education.

## 1. Legal framework

This policy has due regard to all relevant legislation including, but not limited to, the following:

- Education and Inspections Act 2006
- Education Act 2011
- Human Rights Act 1998
- Equality Act 2010
- The UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018

This policy has due regard to all relevant guidance including, but not limited to, the following:

- DfE (2021) 'Cost of school uniforms'
- DfE (2021) 'School Admissions Code'
- DfE (2021) 'School uniforms'

This policy operates in conjunction with the following school policies:

- Complaints Procedures Policy
- Behaviour Policy

## 2. Roles and responsibilities

The governing board is responsible for:

- Establishing, in consultation with the headteacher and school community, a practical and smart school uniform that accurately reflects the school's vision and values.
- Ensuring that the school's uniform is accessible and inclusive and does not disadvantage any pupil by virtue of their protected characteristics or socio-economic status.
- Listening to the opinions and wishes of parents, pupils and the wider school community regarding changes to the school's uniform.
- Ensuring that the school's uniform is accessible and affordable.
- Demonstrating how best value for money has been achieved in the uniform policy.
- Ensuring compliance with the DfE's '[Cost of school uniforms](#)' guidance.
- Processing and approving all eligible School Uniform Assistance Application Forms.

The Head of School is responsible for:

- Enforcing the school's uniform on a day-to-day basis.
- Ensuring that teachers understand this policy and what to do if a pupil is in breach of the policy.
- Listening to the opinions and wishes of the school community in regard to the school's uniform and making appropriate recommendations to the governing board.
- Providing pupils with an exemption letter as appropriate, e.g. for a pupil who has a broken arm and requires a loose-fitting top.

Staff members are responsible for:

- Ensuring that pupils dress in accordance with this policy at all times.
- Disciplining pupils who are in breach of this policy.
- Ensuring that pupils understand why having a consistent and practical school uniform is important, e.g. school identity.

Parents are responsible for:

- Providing their children with the correct school uniform as detailed in this policy.
- Informing the Head of School if their child requires a more relaxed uniform policy for a period of time, including why.
- Ensuring that their child's uniform is clean, presentable and the correct size.

Pupils are responsible for:

- Wearing the correct uniform at all times, unless the Head of School has granted an exemption.
- Looking after their uniform as appropriate.
- Understanding and respecting why a school uniform is important to the school, e.g. school identity and community.

### 3. Cost principles

The school is committed to ensuring that its school uniform is affordable and accessible to all pupils and does not place an unreasonable financial burden on parents.

In accordance with the 'School Admissions Code', the Head of School will ensure that the school's uniform policy does not discourage parents from applying for a place for their child.

The school will assess the overall cost implications of its uniform policy regularly, including prior to making any changes to the school uniform. When evaluating whether costs are reasonable and proportionate, the school will consider the opinions and situations of:

- Economically disadvantaged parents.
- Parents with multiple children who are, or will be in the future, pupils at the school.
- Parents of younger children, as they are likely to grow quickly and require new sets of uniform more frequently.
- Parents of pupils with protected characteristics that may impact their ability to access the uniform due to costs.
- LAC and PLAC.

The school will evaluate the cost of its uniform based on the overall collection of uniform items that parents would need to purchase for a pupil, rather than on the cost effectiveness of individual items; this will include consideration of the fact that parents will need to purchase multiples of certain items, e.g. shirts and socks, to ensure their child can come to school in clean uniform every day.

The school keeps variations in school uniform for different groups of pupils, e.g. year group-specific items or house colours, to a minimum where possible to ensure that pupils can get the most wear out of their uniform possible and that parents can pass some items down to younger siblings.

The school keeps branded uniform items to a minimal level that is reasonable for all members of the school community. The school defines a branded uniform item as any item of clothing that cannot be purchased at a range of retailers, including by virtue of logos, colours, design and fabrics. Where the school decides to require an item of branded clothing, it will conduct an assessment to ensure prices are kept as low as possible, e.g. by offering sew- or iron-on logo badges for jumpers that can be bought at retailers instead of requiring special branded jumpers. There is no obligation for children to wear a branded uniform. Children can wear plain uniforms of the same colour to those that are branded.

The school is committed to meeting the DfE's recommendations on costs and value for money. Every care is taken to ensure that our uniforms are affordable for all current and prospective pupils, and that the best value for money is secured through reputable suppliers.

The school works with multiple suppliers to obtain the best value for money possible. Any savings negotiated are passed to parents where possible and does not enter into exclusive single supplier contracts or cash-back arrangements. More information on supplier processes can be found in the 'School uniform supplier' section of this policy.

The school will not amend uniform requirements regularly and will take the views of parents and pupils into account when considering any changes to school uniforms.

#### **4. Equality principles**

The school takes its legal obligation to avoid discriminating against any protected characteristic unlawfully very seriously and aims to ensure that the uniform policy is as inclusive as possible so that all pupils are supported to access a school uniform which is comfortable, suitable for their needs, and reflects who they are.

The school will work to ensure that school uniform's cost does not disproportionately affect any pupils by ensuring that uniforms for all genders are as equal in price as possible and by adhering to the cost principles laid out in section 3.

The school will ensure that parents and pupils are consulted over any changes to school uniform, and that views and advice is sought specifically from pupils, and parents of pupils, who:

- Are transgender, including non-binary pupils.
- Have SEND and/or sensory needs.
- Are of a religious or cultural background that has dress requirements.

The school implements a gender-neutral uniform, meaning that pupils are not required to wear specific items based on their gender, and may wear any of the uniform items listed in the 'School uniform' section of this policy regardless of the legal sex recorded on the school's records.

The school ensures that pupils who are required to follow certain dress requirements, e.g. by virtue of their membership of a particular religious or cultural group, are afforded flexibility to allow them to wear a uniform that adheres to their requirements as far as possible. The school endeavours to meet all requests for amendments to the uniform for these purposes; however, will ensure that the needs and rights of individual pupils are weighed against any health and safety concerns for the entire school community. Parents' concerns and requests regarding religious clothing are dealt with on a case-by-case basis by the Head of School and governing board, and always in accordance with the school's Complaints Procedures Policy.

The school ensures that the needs of pupils with SEND and/or sensory difficulties are considered in the uniform policy, e.g. ensuring soft, stretchy fabrics and avoiding intricate buttons or hard seams; however, where the needs of these pupils cannot be met in the standard uniform policy, individual adaptations to the uniform will be considered and permitted wherever possible.

#### **5. Complaints and challenges**

The school endeavours to resolve all uniform complaints and challenges locally and informally, in accordance with the school's Complaints Procedures Policy.

To make a complaint, parents should refer to the Complaints Procedures Policy and follow the stipulations outlined.

When a complaint is received, the school works with parents to arrive at a mutually acceptable outcome. Governors are willing to consider reasonable requests for flexibility to allow a pupil to accommodate particular social and cultural circumstances.

### 6. School uniform supplier

Our current school uniform supplier is:

Uniform Direct  
54 Babington Lane  
Derby  
DE1 1SX  
01332 342569

Our school uniform supplier accepts school uniform assistance vouchers.

The governing board will ensure that a service level agreement is in place with the supplier for branded items.

The school will retender the uniform contract every five years, whether changes to the uniform are made or not. The governing board will be able to demonstrate how uniform is procured at the best value for money. The Head of School will work to ensure that the items are procured as cheaply as possible without compromising on the quality, e.g. by requesting standard-style items from the supplier rather than more intricate and unique designs.

The school does not sign contracts with suppliers before requesting visualisations of proposed uniform, as well as fabric samples.

### 7. Uniform assistance

#### All new starters

The school supports all Hardwick Primary School's families with the cost of uniform by providing every pupil who starts at Hardwick in Reception through to Year 6 with core items of the school uniform at no cost to parents/carers. A voucher is provided by the school and exchanged with the school's uniform supplier for the following items of uniform free of charge:

- Royal Blue Sweatshirt with logo
- PE Bag with logo
- White PE T-Shirt with logo
- Black PE Shorts
- Black Pumps
- Royal Blue school book bag with logo

This budget is supported by pupil premium funding.

In addition the school supports Hardwick's families by providing the following:

#### Second-hand uniform

The school holds second-hand school uniforms in the School Office for parents to access; access to these uniforms is available upon request made to the Head of School. Parents are actively encouraged to donate their child's uniform when they no longer need it if it is in good condition.

#### School uniform assistance

Vulnerable families are able to apply for further support in meeting the costs of uniforms. School uniform assistance is provided via a voucher that can be exchanged for core items of school clothing provided by the school supplier.

To claim school uniform assistance, parents should be eligible for free school meals. Eligibility is determined by checking original documents from the relevant authority, detailing receipt of the benefit and the address of the pupil.

Families who meet the criteria should complete the [School Uniform Assistance Application Form](#) and return it to the school office.

### **8. Non-compliance**

Staff members are permitted to discipline pupils for breaching this policy, in accordance with the school's Behaviour Policy.

The Head of School, or a person authorised by the Head of School, is permitted to ask a parent to briefly take the child home or bring in the relevant uniform to remedy breaches to the school's uniform.

When deciding whether to allow a pupil to be taken home, the school considers the pupil's vulnerability, the length of time it will take, and the availability of the pupil's parents.

Where a pupil has been sent home to rectify uniform breaches, the absence is recorded as 'authorised'.

If a pupil repeatedly breaches uniform rules, or takes longer than necessary to rectify the absence, the absence is counted as 'unauthorised'.

## 9. School uniform

School colours

Our school colours are as follows:

- Blue
- White
- Black/Grey

### Clothing

The school uniform is as follows:

Item	Optional or required	Branding	How to acquire	Cost per item from school supplier – Uniform Direct
Regular school uniform				
Royal blue sweatshirt or Royal blue cardigan	Required	School logo on left-hand side	Branded sweatshirt and cardigan available from school supplier and second hand from school office. Royal blue sweatshirt or cardigan can be bought from regular retailers.	Prices from (depending on size): £8.00 Sweatshirt £9.00 Cardigan
White polo shirt or a white button up shirt	Required	No branding or Branded - School logo on left-hand side	Available from school supplier, second hand from school office and available from regular retailers.	£7.00 (Branded)
Black or grey trousers (includes black jogging bottoms) or grey skirt	Required	No branding	Available from school supplier, second hand from school office and available from regular retailers.	£5.00 (Trousers / Skirt)
Sensible, plain black shoes	Required	No branding	Available from regular retailers.	N/A
PE kit				
Plain white PE T-Shirt	Required	No branding or Branded - School logo on left-hand side	Branded t-shirt available from school supplier, second hand from school office and available from regular retailers (plain).	£5.00 (branded)
Plain black shorts	Required	No branding	Available from regular retailers and school supplier	£4.00 (black)
Trainers or PE pumps	Required	No branding	Available from regular retailers	N/A
Accessories				
School book bag	Optional	School logo	Available from school.	£3.50



Pupils who are wearing skirts must also wear black or grey tights.  
Trainers are not considered suitable footwear, unless in PE lessons. High heels are not permitted.  
Skirts must be knee-length. Black jeans or tracksuit bottoms are not permitted.



### Jewellery

Permitted jewellery that may be worn is:

- One pair of stud earrings – no other piercings are permitted.
- A sensible wrist watch.

Jewellery is the responsibility of the pupil and not the school. Lost or damaged items will not be refunded.  
All jewellery must be removed during practical lessons, including PE lessons and swimming lessons.

### Hairstyles

The school reserves the right to make a judgement on where pupils' hairstyles or hair colours are inappropriate for the school environment; however, will ensure that any such judgements do not discriminate against any pupil by virtue of their protected characteristics. Each individual pupil's scenario will be taken into account where any judgements on appropriateness are to be made, and parents will always have the freedom to complain via the school's Complaints Procedures Policy.

Pupils with long hair must ensure that this does not impede their vision, cover their face or provide a health and safety risk. Long hair must be tied up during practical lessons, e.g. during PE. Children with long hair must wear swimming caps when taking part in swimming lessons.

The following hairstyles are not considered appropriate for school:

- Brightly-coloured, dyed hair.
- Headwear with bold patterns or colours.
- Excessive hair accessories.

### **Makeup**

The school rules on makeup are as follows:

- All forms of make-up are not permitted.
- False nails and nail extensions are not permitted.

Pupils wearing excessive makeup are required to remove it or, if appropriate, will be sent home to remove it.

### **10. Adverse weather**

All pupils are required to wear weather-appropriate clothing that covers as much of their skin as possible during adverse weather.

For hot temperatures, this includes wearing:

- Over the knee skirts, shorts or trousers.
- Sunglasses with UV protection when outside, sensible sun hats or caps and sun cream where possible.

Pupils are advised not to wear any jumpers or hoodies during heatwaves. If outside during break times, pupils not wearing sun-safe clothing are advised to stay in an area protected from the sun, or spare clothing is provided.

For cold temperatures, this includes wearing:

- Scarfs, gloves, coats and hats when they are outside.
- Warm jumpers that conform to the school's uniform policy.
- Trousers, or thick tights with skirts.

### **11. Labelling**

All pupils' clothing and footwear is clearly labelled with their name.

Any lost clothing is be taken to the lost property box in the Inclusion Manager's Office. All lost property is retained for one week and is either disposed of or added to the second-hand uniform collection if it is not collected within this time.

### **12. Monitoring and review**

This policy is reviewed every year by the Chair of Governors and the Head of School.

## School Uniform Assistance Application Form

Children who attend Hardwick Primary School are eligible for school uniform assistance if they receive Free School Meals.

This scheme is open to children in years 1 to 6. The voucher is for claiming core items of the school uniform and can only be claimed once per year (excluding the year the pupil started with school).

### Part 1: Details of parent

<b>Your full name:</b>	
<b>Title:</b>	
<b>National insurance number:</b>	
<b>Address:</b>	
<b>Postcode:</b>	
<b>Mobile no.:</b>	
<b>Landline no.:</b>	
<b>Email address:</b>	

By supplying us with a phone number or email, you agree to being contacted to let you know if you are eligible.

### Part 2: Details of each dependent child you are applying for

Surname	Other names	Date of birth

#### Please read this declaration before you sign it

- I declare I am the parent of the child(ren) that I am applying for.
- I declare that all the information I have given is correct and complete to the best of my knowledge.
- I have enclosed original documentation to prove that I am in receipt of one of the benefits listed at the top of this form.
- I am aware that I have a duty to notify the school in writing immediately of any changes in my circumstances which might affect my entitlement to school clothing assistance.
- I understand that information taken from this form will be stored electronically on the school's computers. The school is permitted to do this under the UK GDPR and Data Protection Act 2018. A copy of the school's registration is held for inspection.

**Please return this completed form to the school office.**

Your signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### What happens next?

If you apply for school uniform assistance and qualify, a voucher will be sent to you for each of your children. If you do not qualify for the payment, we will let you know by letter and phone and explain why.