



## Uniform Guidance

Audience: Parents/Staff/Governors

Status: Recommended

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Date of Governor Approval: 19<sup>th</sup> April 2012

Frequency of Review: Annually

Post Holder responsible for Review: Headteacher

Link with Governance: Learning & Standards Committee

Recommended associated documents:

Date of Last Review	21.1.2019
Date of Next Review	January 2020

## **Uniform Policy Guidance**

Kingsmead is a uniformed school and there is a clear expectation that students will wear full uniform and wear it appropriately. Parents/carers are expected to support the school with this. Uniform is worn in Years 7 to 11 and there is a Dress Code for Sixth Form students. Items specific to Kingsmead are only available from Crested School Wear in Cannock.

Their address is:

4 Wolverhampton Road, Cannock, Staffordshire, WS11 1AH.

Telephone: 01543 504866 website: [www.crestedschoolwear.co.uk](http://www.crestedschoolwear.co.uk) the official supplier of Kingsmead uniform. Items which are not specific to Kingsmead can be purchased from any supplier of school uniform.

NB. The school has used the DfE non-statutory guidance on school uniform and agrees with the guidance given in the DfE booklet which states:

‘The school uniform plays a valuable role in contributing to the ethos of a school and setting an appropriate tone. The Department strongly encourages schools to have a uniform as it can instill pride; support positive behaviour and discipline; encourage identity with, and support for, schools ethos; ensure pupils of all races and backgrounds feel welcome; protect children from social pressures to dress in a particular way; and nurture cohesion and promote good relations between different groups of pupils. The Department also encourages schools to have a very clear position about appearance such as hair colour, style and length and the wearing of jewellery and make-up.’

The main reasons for having a school uniform are that it:

- promotes a sense of pride in the school and a sense of community and belonging;
- identifies students with Kingsmead both in school and in the local community;
- is practical and smart;
- makes students feel equal to their peers in terms of appearance and financial circumstances.

## **Uniform Guidance**

If you are in any doubt about what is/is not permitted, please check with the school beforehand or view the school website ([www.kingsmeadschool.net](http://www.kingsmeadschool.net))

Full school uniform must be worn correctly at all times during the school day, including breaks and lunchtimes. If students participate in sport at break/lunch, they may change, however they must change back before they return to the school building.

All items of clothing must meet the school regulations and must not be fashion garments.

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

We **expect** students to wear:

- The official Kingsmead grey school blazer.

**Please note: The grey blazer will be introduced for the Year 7 cohort joining in September 2019, and will be optional for students in Year 8, 9, 10 and 11. Please note that the grey blazer will be compulsory for all year groups from September 2020.**

- Kingsmead House tie.
- Tailored formal black school trousers – with a crease. They should have belt loops and pockets. They cannot be skinny around the ankle.
- One of the embroidered Kingsmead skirts.
- Plain white school shirt with a buttoned neck capable of taking a tie and long enough to be tucked into trousers or skirt.
- Plain black, grey or white socks or plain black or skin coloured tights.
- Plain black leather (or equivalent) shoes with low heels. Trainers or training style shoes are not acceptable.
- Plain black leather looking boots may be worn under trousers.



**New Grey Blazer**





Any student with a medical reason who wishes to wear footwear other than that described above **must provide medical documentation with a specified time period stipulated. If this extends beyond a period of 7 days then it will be open to review and further written notification.**

**Notes in planners are not considered as medical documentation from a qualified practitioner.**

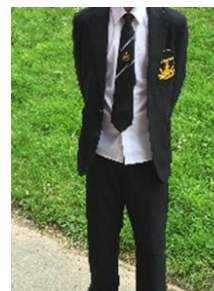
In **addition** students may wear:

- Plain black V-necked long sleeved or sleeveless jumper or waist length cardigan (with buttons, no zips).
- An appropriate outdoor coat to travel to and from school (we would encourage this). Hoodies are not acceptable as a winter coat.
- Plain black belt with conventional buckle worn through belt loops.
- A wristwatch (we would encourage this), one plain ring and small ear studs.
- Clear nail polish and discreet make-up for students in Year 9, Year 10 and 11 (students will be expected to remove any excessive or inappropriate make-up).
- One Charity wristband of a standard size and with a Charity name clearly marked.

**We do not** allow students to wear:

- Trousers with zipped pockets, hipsters, jeans, jeggings, and leggings of a jersey material.
- Non-regulation clothing under their blazer for example, hooded tops/sweatshirts (except as part of PE kit) or hats/caps. These will be confiscated and returned at the end of the day.
- Canvas shoes/pumps/trainers.
- Shoes that have white or coloured soles, coloured laces, or large logos.
- Suede 'Ugg' type **boots**
- Fashion belts or large buckles
- Hoops, spikes, facial piercings

- Visible body or facial piercings including nose, lip or tragus
- False nails, nail extensions or coloured nail polish.
- False eyelashes.
- Make-up in Y7 and Y8.
- Bracelets and bangles.



### Hair

Whilst it is difficult to clearly define hair styles and colours, it is important to maintain smart appearance and high standards. Bright hair colours (e.g. bright pink, blue, green etc.) and extreme hair styles (eg: shaved patterns including tramlines, mohicans) are not permitted. Students should not have several hair colours. Students will be expected to rectify any inappropriate hair styles/colour. If in doubt, students should contact their Progress Leader before having their hair cut/coloured.

### Piercings

Body and facial piercing (including tongues,) are not appropriate and are a Health and Safety concern. Students who wear such piercings will be asked to remove them. Refusal to remove piercings at school may result in internal exclusion or the student being sent home. Small ear studs are acceptable however.

Parents/carers are asked to arrange appointments for piercing at the beginning of long holiday periods to enable removal of piercings in school. In PE lessons, students will be required to remove ear studs/plastic piercings for health and safety reasons.

## **Physical Education**

If you are in any doubt about what is/is not permitted, please check with the PE department beforehand. All items of PE kit and equipment should be clearly marked with the student's name, no jewellery or piercings should be worn and long hair must be tied back.

We **expect** students to wear:

- Black and gold Kingsmead polo shirt.
- Black Kingsmead shorts.
- Kingsmead football/hockey socks, black or white ankle socks.
- Football boots/training shoes.
- Gum shields (available from School Reception for £2.50) must be worn for hockey/rugby.
- Shin pads must be worn for football and hockey.

In **addition** they may wear:

- A Kingsmead multi sports top.
- A Kingsmead hoodie.
- Plain black tracksuit.
- Black tracksuit with white stripes.

The school has a stock of PE kit which can be loaned out for a lesson. This is regularly cleaned and laundered. There is an expectation that, if a student does not bring their kit, they will wear the kit provided without argument. Refusal to comply may result in the student being internally excluded and the parent(s) will be contacted.

Students who are unable to participate in a PE lesson are expected to get changed and take part in the lesson as a coach or an official.

Students who do not wear the correct PE kit will receive a uniform infringement and a lunchtime detention.

## **Rewards**

We want to reward those students who are consistently adhering to the uniform policy. We will do this in a variety of ways. In the past, we have had prizes, additional achievement points and non-uniform days.

## **Sanctions**

The school has a stock of uniform which will be loaned out temporarily for the day in the event that a student arrives at school without an item of uniform or with an inappropriate item. This is regularly cleaned and laundered. There is an expectation that, if a student is asked to wear this uniform,

then they will comply without argument. Refusal to comply may result in the student being internally excluded and the parent(s) will be contacted.

Students who borrow items of uniform are required to return the item at the end of the school day (3.00pm).

- Ties, blazers and black shoes are available from Key Stage Hubs.

**PLEASE NOTE that plain black shoes will be provided for students who arrive wearing inappropriate footwear.**

Failure to return borrowed items of clothing will result in further Infringement points being issued and a School detention of 45 minutes duration for the following evening after school (3.00pm – 3.45pm)

Students who do not wear the correct uniform or wear uniform in an incorrect way will receive a uniform infringement point which is recorded electronically. Five uniform infringements will result in a 45 minute School Detention after school.

Confiscated items will be kept in a safe place. The school will decide how long the item is confiscated for. Usually this is until the end of the day but if the issue is persistent this may be longer or only returned to the parent when they come into school to collect the item.

## **Sixth Form Dress Code**

### **Purpose**

Kingsmead is a uniformed school and there is a clear expectation that students will wear uniform correctly, including in the 6<sup>th</sup> Form. It is essential that 6<sup>th</sup> form students are dressed smartly and appropriately for a working day at school and this may be different to how they dress when they are not in school. Both the school and governors hold our Sixth Form students in high esteem; they are our role models for the younger pupils in the school. Their contribution to our academic environment is vital and as such their positive attitude to learning is paramount.

The main purpose of the uniform policy is to ensure that our senior students of the school represent themselves in a positive manner both inside school but also on their way to and from school in the local community.

**The 6<sup>th</sup> form dress code is that attire should be smart and of a standard which would be acceptable in a 'customer-facing business environment'.**

If you are in any doubt about what is/is not permitted, please check with the school beforehand or view the school website ([www.kingsmeadschool.net](http://www.kingsmeadschool.net)).

It is suggested that students studying Art or Design courses wear an overall or apron in order to protect their clothing. Students who study Sport and Performing Arts may wear appropriate clothing for that lesson only and must ensure a change of clothes is worn in all other lessons.

## Guidance

Below is an example of the standards that we expect:

- Smart (suit) jacket
- Trousers / skirt
- Collared work shirt with a tie. Alternately, a blouse that may be collared or un-collared. T-shirts and sport shirts are not permitted.
- A dress may also be worn providing that it is of appropriate modesty including length, neckline and providing freedom of movement around school. It must be suitable for a place of work.
- Smart / work shoes. No trainers or canvas are allowed. 'Ugg' boots or similar are not permitted. Smart boots may be worn with trousers.

Tops must be of a suitable, non-see-through material with a modest neckline. Length must ensure complete covering of midriff.

A business-like approach is expected with regards to hair colour and piercings.

In order to maintain a business like appearance, there will be certain restrictions on the style of your suit.

- Suit jackets must be worn as outer jacket before a coat is introduced
- Jeans are not permitted in any form.
- No denim allowed

It is important to reiterate that the overall appearance of a student in the Kingsmead 6<sup>th</sup> Form must be one that is **acceptable in a 'customer-facing business environment'**.

If you are in any doubt about what is/is not permitted, please contact the Sixth Form Progress Team beforehand or view the school website (<http://www.kingsmeadschool.net/>)

## **Mobile Phones and Other Electronic Devices Policy**

- If a student is caught using their phone or has their phone out on the school premises a member of staff will confiscate the phone.
- Students are told that their mobile phone/electronic equipment should be turned off and in their bag. Staff will/can confiscate a phone that is seen when a student hasn't followed the procedure.
- Phones are taken by the member of staff to reception.
- Reception staff keep the phone and record on SIMS/folder.
- Students collect phone at the end of the school day on the first occasion.

Number of confiscations	Action taken
1	Phone returned to the student/warning given
2	Parent/carer has to collect their phone
3	Parent/carer has to collect phone and a follow up phone call is made by the APL/PL
4	Phone is kept overnight parent/carer has to meet with PL to get phone back the following day
5	Phone is returned to parent/carer and student is isolated. A letter is sent advising that the child doesn't bring phone into school



6

Treated as a serious behaviour incident and could lead to a FTE for FTFI. Student has to report each morning to APL/PL to hand their phone in and collect it at the end of each day.

- This is for guidance purposes. If parents/carers support this, it should never go beyond 5 incidents.