



## DRESS CODE POLICY

### **1.0 DESCRIPTION:**

The school community surveys conducted during term 3, 1995 indicated the overwhelming view of the families and staff of Sunbury West P.S. that the wearing of a school uniform should be compulsory at our school. As from the start of 1997, all children have been required to wear the prescribed uniform of Sunbury West Primary School. The uniform is predominately bottle green in colour, with secondary colours of red and white.

### **2.0 PURPOSE:**

- 2.1 To promote a sense of belonging to the school and consequently pride in our school.
- 2.2 To enable the children of Sunbury West P.S. to be more readily identified with their school. This is especially so when the school is taking part in activities outside school eg, excursions.
- 2.3 To provide families with the opportunity of dressing their children in good quality, reasonably priced clothing.

### **3.0 OBJECTIVES:**

- 3.1 To ensure that the competitive aspect of wearing fashionable clothing, often resulting in peer pressure difficulties, be negated by all students adhering to the prescribed uniform.
- 3.2 To ensure that all families regardless of their socioeconomic circumstances feel equally part of our school community.
- 3.3 To ensure that the prescribed uniform for Sunbury West P.S. is:
  - a) Functional and practical - allowing girls and boys to participate fully in school activities.
  - b) Durable and made of a high quality material.
  - c) Affordable.
  - d) Able to be purchased at a range of outlets beside the school uniform shop, and the school "pre-owned" clothing stall.
  - e) A promotion of Sunbury West P.S.
  - f) In keeping with popular styles and includes a variety of items.

### **4.0 IMPLEMENTATION:**

- 4.1 All children are required to wear the prescribed school uniform at school and when representing the school in the community.
- 4.2 Families will be able to make the school uniform if they desire.
- 4.3 Families will be able to purchase uniform items either through:
  - 1) the school uniform shop
  - 2) local traders who stock school uniforms
- 4.4 Pricing of items is worked out by adding 10% to the manufacturers price for GST and then 20% to cover the school's cost of running the sales of school uniforms.
- 4.5 Uniform items left unclaimed in the lost property for more than a term will be cleaned and stored for children to use when their clothing is soiled.
- 4.6 Families who are experiencing difficulties in providing a uniform for their children will be assisted by a range of measures organised through the school uniform shop including:
  - 1) lay-by
  - 2) short term loan of good quality second hand clothing

- 4.7 Labelling of school uniform items will be promoted and parents to be reminded via newsletter at the start of every term.
- 4.8 Parents and staff have an important role to play in the promotion of our uniform and the positive encouragement of the wearing of school uniform.
- 4.9 Children who do not bring their own suitable hat will not be able to participate during PE and sport and will be required to stay under cover at recess and lunch times.
- 4.10 Junior School Council will be responsible for nominating [4] days to be deemed out of uniform days each year. During terms 1 & 4, in line with SunSmart Policy school hats will be worn on these days.
- 4.11 If a child is unable to wear the school uniform on any particular day, the parents should advise the class teacher in writing, indicating the likely duration that the student will not be in complete uniform.
- 4.12 The jewellery items permitted are watches and standard “sleeper” and standard “stud” earrings.
- 4.13 No make-up is permitted. However children will be encouraged to wear sunscreen in terms 1 and 4. Coloured zinc is not permitted. Clear nail polish only may be worn.
- 4.14 Each year a unique Grade 6 bomber jacket will be offered using the basic school colours of bottle green, red & white.
- 4.15 Students with long hair are encouraged to wear it tied back. Students’ hair must be of a natural hair colour.
- 4.16 Skivvies and long sleeve Tshirts maybe worn under polo shirts but must be plain and in school colours.

## **5.0 HATS**

- 5.1 All children will be required to wear a protective school hat while outside during recesses in term one (1) and four (4). Our school is a “SunSmart” school therefore the only hats worn must be slouch or legionnaire, in school colours.
- 5.2 All children must wear a hat while participating in PE and sport during term one (1) and four (4).
- 5.3 Should hats be worn in Terms 2 and 3, then these are also to be in school colours.

## **6.0 BREACHES OF UNIFORM POLICY:**

- 6.1 When a note is not presented explaining why a child is not wearing the prescribed uniform the following procedures will occur:
  - a) 1st time within a 4 week period - the class teacher records incident and reminds child.
  - b) 2nd time within the same 4 week period - the class teacher records incident, class teacher will contacts parents. (Phone call or use of proforma)
  - c) 3rd time within the same 4 week period - the class teacher records incident, and advises Principal/ Assistant Principal who will arrange an interview with the parents. The child may be required to attend a detention to discuss the Dress Code and Student Code of Conduct.
- 6.2 When a student is to represent our school in the community and is not in correct school uniform he/she will be loaned a second hand uniform for that day – to be returned to school laundered.

## **7.0 SCHOOL UNIFORM ITEMS:**

**7.1** The Sunbury West P.S. uniform options shall consist of the following items:

<b>AVAILABLE FROM THE UNIFORM SHOP</b>		<b>NOT AVAILABLE FROM THE UNIFORM SHOP CAN BE PURCHASED ELSEWHERE</b>	
<b>ITEM</b>	<b>COLOR</b>	<b>ITEM</b>	<b>COLOR</b>
Bomber Jacket	Bottle green /red, red logo	Skivvies	Plain red, white or green
Windcheater	Bottle green, white logo	Tshirts	Red or White
Rugby Top	Bottle green & white, white logo	Tights	Bottle green, red or white
Rugby Shorts	Bottle green	Drill Pants	Bottle green
Track Pants	Bottle green	Netball Skirts	Bottle green
Short Sleeve Polo	Red or White – no logo	Shoes, runners, school shoes	No open toe shoes
Long Sleeve Polo Shirts	Red or white – no logo		
		Summer Dresses	Red and white check
Skorts	Bottle green		
Legionnaire Hats	Bottle green or white		
Slouch Hats	Bottle green or white		
Art Smocks			
Boot Leg Pants	Bottle green		
School Bags	Bottle green, white logo		

**7.2** The cost of uniform items will be reviewed by the Dress Code Committee annually.

### **7.3 UNIFORM SHOP:**

**7.3.1** The Uniform Shop will aim to operate on every Day 2. 8.45 – 9.45 am.

**7.3.2** The Coordinator will order items as requested and operate the Uniform Shop. Minimum stock held on premises. Orders take 3 – 4weeks.

**7.3.3** The Uniform Coordinator will liaise with Principal, School Council, Suppliers, Parents, Staff, etc.

**7.3.4** The Uniform Coordinator will be responsible for:

- a) Ordering uniform supplies.
- b) Collection orders and payments.
- c) Receiving orders from suppliers and checking of invoices.
- d) Organising uniform shop.
- e) Will supervise volunteer helpers.
- f) The running of a “second hand” uniform stall.
- g) Liaising with parents, staff and students
- h) For new prep children 2007, orders will be taken up until orientation day. A minimum deposit of 20% is required when placing an order. Orders can be paid before or on day of collection. Parents are able to pick up uniform orders on book pack days.
- i) Parents are advised to choose sizes carefully as we are unable to return/exchange items or refund monies.

## **8.0 EXEMPTIONS:**

- 8.1** A parent / guardian responsible for a student may make written application to the Principal, requesting that the student be exempted (temporarily or on-going) from being required to wear the school uniform. In regard to jewellery, a parent may apply for permission for their child to wear jewellery of personal or religious significance.
- 8.2** The written application for exemption must include the grounds for requesting the exemption. The grounds for exemption may relate to:
- a) an aspect of the code offending a religious belief held by the student and / or parents.
  - b) an aspect of the code preventing a requirement of his or her ethnic or cultural background.
  - c) an aspect of the code preventing a student with a disability from being able to attend school or participate in school activities on the same terms as other students.
  - d) the student having a particular health condition that required an aspect of the code to be departed from.
  - e) the student or the parents demonstrating particular economic hardship thus preventing them from complying with the code.
  - f) other grounds, particular to the needs and circumstances of the student and / or parents.
- 8.3** Upon receipt of the written request the Principal shall table a summary report to School Council at its next meeting of the exemption requests and the decisions made. Maximum confidentiality will be maintained. The school will maintain a record of the decisions regarding exemption application and the reasons for the decisions.
- 8.4** In considering the exemption the Principal will take into account whether or not a slight modification of the dress requirements is appropriate or a complete exemption is to be granted. In the case of financial hardship the Principal may decide to recommend financial or other assistance to enable the student to comply with the dress code.

## **9.0 EVALUATION:**

- 9.1** Every third year a sub-committee of School Council will undertake a minor review of the implementation of the Dress Code Policy including consultation with staff, students and the community.
- 9.2** All families within the school community will be provided with a copy of the Dress Code Policy along with any amendments, which may occur.
- 9.3** Any changes in dress requirements will be promptly communicated to the school community.
- 9.4** All prospective students and parents will be notified of the dress code requirements prior to enrolment at the school.
- 9.5** A twice yearly profit/loss statement to be produced (mid and end of year) and to be presented to the Finance Committee of School Council.