



## Uniform Policy – Senior School

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| <b>Other related policies and documents:</b>            | Prep Uniform Policy  |

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### 1. Aim

The aim of this policy is to provide a smart uniform that promotes equality and encompasses the ethos of the School to help promote a good working environment.

### 2. Objectives

At Woodbridge School the objective of wearing the School Uniform is to:

- Engender a sense of pride in the School
- Promote a sense of community and belonging towards the School
- Allow the child to be identified with, and as part, of the School
- Allow the child to feel equal in terms of their appearance relative to their peers
- Be practical and smart
- Be suitable wear for School
- Be designed with Health and Safety in mind
- Prevent wearing of clothes that may be unsuitable for the School day.

#### Note:

**Please ensure that ALL garments brought or worn to school are properly marked with nametapes. Footwear should also be clearly marked.**

Pupils' appearance is important for the public image of the school. Children should wear the correct uniform, with no modifications, either in colour or content, and they should arrive at depart from School properly dressed.

· A uniform list is given to each new pupil who joins the School and items are available from Coes, Tylers or the School Second Hand Shop

### 3

· Parents are encouraged to make sure that their children are correctly dressed for School and that their uniform is clean and in good condition.

· If a pupil regularly fails to adhere to the School rules, the tutor is asked to contact the parents. If the pupil continues to fail to adhere to School rules the Head of Year is informed and if the pupil still fails to comply with the dress regulations, they run the risk of being sent home by the Head or nominated deputy.

· No facial or body piercings are permitted nor tattoos (which are illegal on anyone younger than eighteen years of age).

· Pupils are recognisable as being part of the School, irrespective of time, when they are wearing their uniform, and must therefore make sure that they are always dressed smartly and behave accordingly.

· The final decision on the suitability of student appearance rests with the Head and the Deputy Head Pastoral. In some cases, the student may be sent home to change into appropriate uniform.

We continue to be sensitive to individual circumstances and needs. Students wishing to discuss variations . should contact the Deputy Head Pastoral.

### **3. Students Wearing Sports Kit in Lessons**

Please find below the guidance for when Senior School students are permitted to wear sports kit during the school day.

**The default is for students to come to school in uniform and attend academic lessons in uniform. It should be the exception rather than the norm to see students in sports kit.**

- **Students attending a before school club can come in kit but need to change into uniform for registration.**
- **Students attending a lunch time sports club and then an afterschool sports club can remain in kit. There are not actually many instances of this (unless kit is wet / muddy or generally not fit to be worn to lessons).**
- **Students going from a before school club into a PE lesson before break can stay in kit.**
- **Students attending 1-2-1 sessions during lessons should not waste lesson time to change but must use break or lunchtime. Eg session before break – come in kit, change at break. Session after break, change into kit at breaktime, change back at lunch.**
- **At the end of Games students can remain in kit but must wear tracksuit bottoms.**

#### **4. Sixth Form Improper Uniform**

Sixth formers are required to adhere to uniform guidelines which are set out in the Sixth Form Booklet and below. Failure to comply with the School's expectations will result in the following formal procedure:

Students will be spoken to by their tutor or any other member of staff and reminded of the uniform guidelines. The next time the tutor or member of staff will pass the student's name to the Director and/or Deputy Head of Sixth Form.

If there is continual infraction of the uniform rules the student will be put into detention by the Director of Sixth Form and a letter or email will be sent to parents seeking support. If necessary, students may be asked to change into school uniform held by Director of Sixth Form.

The Head and Deputy Head Pastoral reserve the right to send a pupil home for repeated uniform infractions.

#### **5. Requests**

Any request to deviate from the stated uniform policy needs to be agreed in advance with the Head.

#### **6. Uniform Shop:**

*Coes of Ipswich*

Contact Details: Coes may be contacted via email: [schools@coes.co.uk](mailto:schools@coes.co.uk) or tel 01473 256061.

Internet: Uniform is also available for purchase over the internet. By clicking on the attached link, you will be taken directly to Coes' website. [www.coes.co.uk](http://www.coes.co.uk) (to go directly to schoolwear click on this link [Woodbridge School | Coes](#)).

Sports uniform is only available for purchase over the internet. By clicking on the attached link, you will be taken directly to Tylers website. [Tylers Clothing | Woodbridge School](#)

#### **7. Second Hand Uniform Shop:**

Second hand uniform shop: - This is located at the Senior School. Normal opening hours are 15:00 – 16:45 every Friday during term time.

## **8. Compliance and Monitoring arrangements**

This policy will be subject to a thorough review process on a three-yearly basis. This will ensure that practice across the Senior School is in line with this policy, the complaints procedure and with current guidance and legislation.

## Appendix I

### Year 7-11 Specific aspects of uniform to be noted

School Coat - This is only coat students (Y7-11) can wear in school.

Further information on PE kit:

- Girls can wear shorts (from Coes) rather than a skirt should they wish
- We do not allow pupils to wear non-school tracksuit trousers or tops
- Trainers must be for sport and not leisure
- Gum shields are essential for hockey and rugby
- Hair must always be tied up
- Water bottles are also required

Jewellery & nails - single stud earrings and clear nail varnish are the only forms allowed

Hair - Although we do not wish to inhibit students who wish to express their individuality, we do not accept that extreme hair styles & colours are appropriate in a school environment. We would therefore discourage parents from allowing their children to adopt such styles. We reserve the right to judge a hairstyle as 'extreme'.

Make-up - pupils are allowed a light application of make-up. However, if we deem a pupil to be wearing too much make-up, the pupil will be asked to remove it. We reserve the right to judge how much is too much.

Skirt lengths – Skirts must sit on, or near to, the knee. If in doubt pupils will be asked to place their palm flat against their leg with the little finger resting along the top of the knee bone. There should not be a gap between thumb and skirt.

## Appendix 2

### Sixth Form Uniform

#### All pupils in Sixth Form

Detailed below are the Sixth Form uniform requirements as well as items such as hair and jewellery. Sixth Form students were consulted on these requirements in July 2021 (and July 2022) and had a significant input in finessing our expectations.

We continue to be sensitive to individual circumstances and needs. Students wishing to discuss variations should contact the Deputy Head Pastoral and the Director of Sixth Form.

#### Jewellery

We reserve the right to deem any jewellery (or combination of jewellery) as inappropriate, given its size, impracticality or inappropriateness.

|                 |  |
|-----------------|--|
| Bracelets       | Anything within reason (see above)                     |
| Necklaces       | Anything within reason (see above)                     |
| Earrings        | No dangles, hoops, chains or ear stretchers            |
| Other piercings | Single nose stud. No other facial or tongue piercings. |

#### Nail length & varnish

No false nails. Must be practical and safe.

#### Hair

Although we do not wish to inhibit students who wish to express their individuality, we do not accept that extreme hair styles & colours are appropriate in a school environment. We would therefore discourage parents from allowing their children to adopt such styles.

We reserve the right to judge a hairstyle as 'extreme'.

#### Make-up

Sixth Formers are allowed a light application of make-up. If we deem a pupil to be wearing too much make-up, the pupil will be asked to remove it.

We reserve the right to judge how much is too much.

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### **Option – A uniform traditionally worn by girls**

The criterion at all times should be to dress as if for interview.

This version should have the following basic items:

#### Suit

A complete smart, formal tailored suit in a plain colour. This must consist of a matching jacket with either skirt or trousers. Jackets must be worn at all times, even under coats

#### Skirts

If worn, skirts must not be tube skirts and must sit on, or near to, the knee or calf length.

If in doubt about the correct length at the knee, pupils will be asked to place their palm flat against their leg with the little finger resting along the top of the knee bone. There should not be a gap between thumb and skirt. Skirts should allow for easy movement.

#### Trousers

If worn, trousers, should be cut to sit at the waist, should be of a classic tailored fit and of an appropriate length for school footwear, not cropped. Stretch fabrics, linen or denim are not suitable. Subtle check or pinstripe is acceptable.

#### Blouse, shirt or top

A smart blouse, shirt or top which covers the shoulders

#### Jumper

V-neck, roll and/or round necks are acceptable so long as they are fitted – no baggy jumpers. Fitted cardigans are also allowed.

#### Tights

Plain or patterned tights of a dark colour (no ladders or holes). No socks and tights together

#### Shoes

Flat to medium heel shoes. No boots, plimsolls, trainers or the like

#### Raincoat/coat

Any style/colour. Must be able to fit jacket underneath



**Option – B uniform traditionally worn by boys**

The criterion at all times should be to dress as if for interview.

This version should have the following basic items:

|                           |  |
|---------------------------|--|
| Suit                      | Plain coloured (sober stripes are allowed)   |
| Trousers                  | Trousers must be smart and creased   |
| Round or V-necked jumpers | If worn, must be plain and the tie must be visible. No baggy jumpers. ¼ zip can be worn. |
| Shirt                     | Any formal shirt; city check, striped or plain   |
| Tie                       | Tie/representative tie   |
| Socks                     | Dark socks   |
| Raincoat/top coat         | Any style/colour. Must be able to fit jacket underneath                                  |
| Shoes                     | Dark brown or black shoes – plain formal style   |

**A note on PE kit for all:**

- Girls can wear shorts (from Coes) rather than a skirt should they wish
- We do not allow pupils to wear non-school tracksuit trousers or tops
- Trainers must be for sport and not leisure
- Gum shields are essential for hockey and rugby
- Hair must always be tied up
- Water bottles are also required