

Systems for dealing with students who are not wearing the correct School uniform

How should a member of staff respond if s/he notices a uniform issue

- A uniform check will take place by all tutors at the start of each day during Tutor Time and students will be challenged where their uniform does not meet the School's expectations.
- All staff will remain vigilant and challenge students, where appropriate, in all other lessons, break time, lunch time and when students enter and leave the School premises.

Uniform Issue	The role of the member of staff
<p><u>Issue Type 1</u></p> <p>Students have the correct uniform, but it is not worn appropriately</p>	<ul style="list-style-type: none"> • At all times staff will ensure students are wearing their uniform appropriately. • Blazers ON • Tie ON • Shirts tucked IN <p>A 'School Uniform' negative behaviour incident will be logged on PARS by staff if students refuse to correct the issue or are identified as persistent offenders.</p> <ul style="list-style-type: none"> • Staff should refer persistent offenders to the Head of House who will issue a Head of House detention.
<p><u>Issue Type 2</u></p> <ul style="list-style-type: none"> • Make up – an excessive amount. • Nail varnish worn by a student (only allowed clear) • False Nails worn by a student • Inappropriate hair style 	<ul style="list-style-type: none"> • A 'School Uniform' negative behaviour incident will be logged on PARS by the tutor each time a student does not meet the schools' uniform expectations. • The student will be sent to Student Support to correct the issue. • Parents/carers will be contacted if the issue can't be correct immediately and asked to collect their child from School and resolve the issue. • An automated email will be sent to parents/carers informing them of the breach of the school uniform expectations and requesting their complete support with the matter. • The tutor will email the parents/carers of students who repeat this breach of school uniform policy on two occasions in one term, and if necessary meet with the parent/carers to resolve the issue. • The tutor will liaise with the Head of House to identify next steps if the breach is repeated on three or more occasions in one term.
<p><u>Issue Type 3</u></p> <ul style="list-style-type: none"> • Jewellery – more than one stud in each ear. • Facial or tongue piercings • Hooded/tracksuit tops 	<ul style="list-style-type: none"> • The item will be confiscated by the member of staff who will give the item to Student Support for collection by the student at the end of the School week. • A 'School Uniform' negative behaviour incident will be logged on PARS by the tutor each time a student does not meet the schools' uniform expectations. • An automated email will be sent to parents/carers from the tutor informing them of the breach of the school uniform expectations and requesting their complete support with the matter. • Tutors will email the parents/carers of students who repeat this breach of school uniform policy on two occasions in one term, and if necessary meet with the parent/carers to resolve the issue. • Tutors will liaise with the HoH to identify next steps if the breach is repeated on three or more occasions in one term.

	Phase 1	Phase 2
<p><u>Issue Type 4</u></p> <ul style="list-style-type: none"> • Incorrect shoes • No blazer • No tie • Incorrect skirt/trousers 	<ul style="list-style-type: none"> • A 'School Uniform' negative behaviour incident will be logged on PARS by tutors each time a student does not meet the schools' uniform expectations. • An automated email will be sent to parents/carers informing them of the breach of the school uniform expectations and requesting their complete support with the matter. • The tutor will email the parents/carers of students who repeat this breach of school uniform policy on two occasions in one term, and if necessary meet with the parent/carers to resolve the issue. • The tutor will liaise with the Head of House to identify next steps if the breach is repeated on three or more occasions in one term. 	<ul style="list-style-type: none"> • A 'School Uniform' negative behaviour incident will be logged on PARS by tutors each time a student does not meet the schools' uniform expectations. • The student will be sent to Student Support to correct the issue. • Parents/carers will be contacted if the issue can't be correct immediately and asked to collect their child from School and resolve the issue. • An automated email from the tutor will be sent to parents/carers informing them of the breach of the school uniform expectations and requesting their complete support with the matter. • The tutor will email the parents/carers of students who repeat this breach of school uniform policy on two occasions in one term, and if necessary meet with the parent/carers to resolve the issue. • The tutor will liaise with the Head of House to identify next steps if the breach is repeated on three or more occasions in one term.

Further details in relation to the above procedures:

- Students not adhering to the uniform policy due to an agreed medical condition will have provided a letter of confirmation to the appropriate tutor from a medical professional. Parents/carers will have given this information to the appropriate Tutor to ensure they are aware of this and a uniform card would have been issued by the Tutor.
- Confiscated items will be taken to Student Support by the appropriate member of staff who will also complete the log sheet stored in Student Support.
- Students will be able to collect any confiscated uniform items at the end of the School week from Student Support.
- If students are defiant when asked to correct uniform then the member of staff should use the appropriate level of the behaviour policy.
- Staff will be made aware by the Assistant Principal (Student Support) if they are to put in place Phase 2 consequences.
- Student Support and Learning Mentors will work collaboratively to resolve a uniform issue when a student arrives at Student Support.
- Authorisation is required from the relevant Head of House or a member of SLT in the event that a member of Student Support or a Learning Mentor requires a student to be collected by parents/carers or return home to ensure uniform expectations are met.