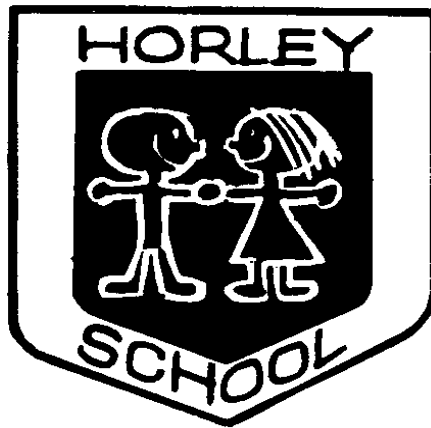


# HORLEY INFANT SCHOOL



## UNIFORM POLICY

Initially Approved On:

Spring 2023

Reviewed On:

Spring 2023

Staff Link:

Headteacher

Next Review Date:

Spring 2024

Policy Status				
Statutory (Work Programme) ✓	Non-Statutory	Annual Review ✓	Bi-annual Review	Triennial Review

[FGB Review \(statutory policies only\):](#)

[Resources](#)

[Link Governor \(statutory policies only\):](#)

[FGB](#)

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## **1. Statement of intent**

Horley Infant 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.

## **2. 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
- Education (Guidance about Costs of School Uniforms) Act 2021

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
- Tendering and Procurement Policy

### **3. 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.

The Headteacher is responsible for:

- 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.
- Processing and approving all eligible School Uniform Assistance Application Forms.

Staff members are responsible for:

- Enforcing the school's uniform on a day-to-day basis.
- Ensuring that pupils dress in accordance with this policy at all times.
- Responding to 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 Headteacher 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.
- Reinforcing the understanding and respecting why a school uniform is important to the school, e.g. school identity and community.

Pupils are responsible for:

- Wearing the correct uniform at all times, unless the headteacher has granted an exemption.
- Looking after their uniform as appropriate.

#### **4. 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 Headteacher 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 take into account 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 (Looked After Children) and PLAC (Post Looked After Children).

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.

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.

## **5. 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 uniform items 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 Headteacher 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.

## 6. School uniform supplier

Our current school uniform supplier is:

**mapac**<sup>®</sup>

By Phone



01923 255525 (local rate)

Lines are open:

Monday - Friday 9am - 5pm

Please note: these are not the Mapac Shop Times

Please click [here](#) to see shop times

Email



[schoolcustomerservices@mapac.net](mailto:schoolcustomerservices@mapac.net)

website:

[www.mapac.com](http://www.mapac.com)

By Post



Mapac Group Ltd

6 Mowat Estate

Sandown Road

Watford

WD24 7UJ

The School Business Manager will review tenders on a regular basis to ensure that the uniform supplier is proving value for money for families. The School Business Manager will ensure 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.

Where the school is proposing to change suppliers, it will reach out to suppliers by October in the determination year.

## 7. Uniform Assistance

The school supports vulnerable families in meeting the costs of uniforms. School uniform assistance is provided via an annual voucher worth **£30** that can be spent on school clothing through Mapac or a local shop. The budget for the school uniform assistance scheme comes from pupil premium funds.












To claim school uniform assistance, parents should be eligible for FSM. 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.

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 Headteacher and is also sold within regular second hand uniform sales organised by The Friends. Parents are invited to donate their child's uniform when they no longer need it.

Those wishing to gain the assistance must fill out the Uniform Assistance Form by tapping/clicking the image below or scanning the QR code **before October half term.**



## 8. School uniform

Item	Optional/ required	Logo required? 	How to acquire	Examples of uniform (costs from our school supplier)
<b>Regular School Uniform</b>				
Blue sweatshirt or cardigan	Required	Optional	Branded sweatshirt and cardigan available from school supplier and second hand from school. Blue sweatshirt or cardigan can be bought from regular retailers.	Blue sweatshirt £9  Blue cardigan £11.40 
White/blue polo shirt	Required	Optional	Branded blue polo shirt available from school supplier and second hand from school. White polo shirt can be bought from regular retailers.	Blue polo shirt £7.70 
Blue school fleece	Optional	Optional	Available from school supplier and second hand from school.	Blue school fleece £13.70 
Grey/black trousers, shorts or skirt	Required	No	Grey/black trouser or skirts can be bought from regular retailers and second hand from school.	  
Summer dress	Optional	No	Available from regular retailers	
Sensible, plain black/grey shoes. Velcro/straps preferred.*	Required	No	Available from regular retailers.	 

\*Trainers are not considered suitable footwear. High heels or block heels are not permitted.



PE Kit				
Plain blue or white t-shirt	Required	Optional	Branded blue t-shirt available from school supplier and second hand from school. Plain white t-shirt can be bought from regular retailers.	Blue t-shirt £4.80 
Plain blue/black shorts	Required	No	Plain blue shorts available from school supplier, second hand from school or from regular retailers.	Plain blue short £3.20 
Plain blue/black/grey track-suit	Required (winter months)	No	Available from regular retailers. <b>No logos or graphics</b>	
Trainers or plimsols	Required	No	Available from regular retailers.	
Accessories				
School book bag	Required	Yes	Available from school supplier.	Book bag £6 
White, black or grey school socks or tights.	Optional	No	Available from regular retailers.	
Coat	Required	Optional	Branded school coat available from school supplier/second hand from school. Alternatively, a coat can be bought from regular retailers.	Blue school coat £20.80 

## **9. Other Information**

### **Jewellery**

Jewellery including earrings, bracelets and necklaces are not permitted on health and safety grounds and due to the limited independence our pupils have in putting earrings in and taking earrings out. For families who are worried about earring holes closing up, plastic studs with stoppers can be used but these are worn at the wearers' risk. These are available online or from our main office. Children wearing earrings in school will not be able to participate in PE lessons.



### **School bag**

The school encourages pupils to bring a book bag to school; these are idea for transporting reading books to and from school. The school discouraged rucksacks as they take up a considerable amount of room and are often overly large considering the small amount they are required to bring to school.

### **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 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. The following hairstyles are not considered appropriate for school:

- Brightly-coloured, dyed hair.
- Excessive hair accessories.

### **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:

- Loose-fitting and lightweight shirts and dresses with sleeves and collars or covered necklines.
- Over the knee skirts, shorts or trousers.
- Tops that cover the shoulder area.
- Sunglasses with UV protection when outside, where possible.

Pupils are advised not to wear any jumpers. 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.

## **Labelling**

All pupils' clothing and footwear must be clearly labelled with their name. Any clothing that is passed between families/siblings should be updated so it is clear if the clothing is in current use. Any lost clothing will be taken to the lost property boxes; families are always welcome to come in and check for lost items. All lost property is retained until the end of the school year and is recycled if it is not collected by the end of the half term. Whilst school staff can support and encourage children to keep track of their clothing and items, ultimately the responsibility lies with pupils and families if items go missing.

## **Complaints, challenges and non-compliance**

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.

For pupils where there is regular non-compliance, the school will endeavour to meet with the family to identify the barriers they are facing. Frequent disregard to the school's uniform policy which are not agreed by the school may result in sanctions being put in place.