

**Summary:**

At Playford International College, our uniform identifies us as belonging to our community and reflects community standards and expectations that have been developed in consultation with stakeholders and approved by Playford International College’s school board.

In developing this policy, we have taken into account the diverse nature of our community ensuring that no members are disadvantaged (economic, personal, social and cultural factors).

Staff mission statement:

*In partnership with our families and the broader community, we will support every student to develop and use skills, knowledge and competencies as productive, confident and community minded global citizens.*

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<b>Related Legislation/Applicable Section of Legislation</b>	Education Act 1972 Education Regulations under the Education Act Equal Opportunity Act 1984 Occupational Health Safety and Welfare Act 1986 and Regulations and Codes under the Act
<b>Related Policies, Procedures, Guidelines, Standards, Frameworks</b>	DECD: Disability Discrimination Policy: Implementing the Disability Discrimination Act Standards for Education DECD: Keeping Schools Safe Guidelines for Site Leaders DECD: Suspension: Disciplinary Measures Policy DECD: Attendance Policy Playford International College: Student Behaviour Management Policy SunSmart Secondary School Policy Guidelines – Cancer Council SA
<b>Replaces</b>	Student Uniform Policy Guidelines 2015
<b>Policy Officer (Name/Position)</b>	Leanne Reynolds, Director of Engagement and Wellbeing
<b>Applies to</b>	Staff, students and guardians/caregivers
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<b>Approved by</b>	School Board
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*This document is currently under review. Please direct any inquiries regarding this document to the Director of Engagement and Wellbeing.*

## 1. Title

### Student Uniform Policy and Guidelines

## 2. Purpose

At Playford International College we are committed to providing the best learning environment for our students, identify with and to develop a sense of pride and commitment to the school. It is an expectation that all students enrolled at Playford International College will wear the full school uniform in an appropriate manner.

We believe that a school uniform assists students to:

- have a sense of pride in presenting a positive image when representing the school.
- be readily identifiable from outsiders who enter the school grounds and promotes safety and security.

## 3. Legalities

Education Regulation 77 of the Department for Education and Child Development (DECD) acknowledges and protects the right for School Board to determine school dress policy.

## 4. Scope

This policy applies to all Playford International College students, staff members and guardians/caregivers.

## 5. Policy Details

As determined by the School Board, Playford International College is a **full** uniform school.

### 5.1. School Uniform:

- School colours: black, royal blue, white and maroon.
- A uniform guide is available and will be published:
  - In appropriate school publications.
  - On the schools website.
  - In a brochure.

### 5.2. Wearing school uniform:

- All items can be worn all year round.
- Items must be worn in the manner intended.
- Uniform must be clean and in good repair (5.6).
- It is encouraged that uniforms are labelled with the student's name to aid recovery if items are lost.
- The uniform is to be worn during school hours and when engaged in school activities out of normal hours of operation, unless directed by a member of staff.

Acceptable items are:

- Playford International College uniform (Years 8 to 13)
- Fremont-Elizabeth City High School uniform (Year 10 to 13 ONLY)

## EVERYDAY UNIFORM:

The everyday uniform can be purchased from the Uniform Shop.

<i>Every day Uniform:</i>	
Polo S/S & L/S	Black with Blue swish with school logo (Note: Black long sleeve shirts (no hoods) are allowed under a polo top if the student has 1. A legitimate reason (Medical or cultural) 2. Approval from an Executive Team member 3. Has placed an order for a long sleeve polo top through the Uniform Shop
Short (Black)	Supplied by Uniform Shop - Business, Cargo or Cuffed shorts No shorter than 10 cm above the knee in length
Trousers (Black)	Supplied by Uniform Shop – Business, Cargo or Track Pants
Jacket	Black with blue collar with school logo
Waterproof jacket	Black with school logo
Dress	Playford International College design with logo No shorter than 10cm from floor while kneeling
Tights	Black opaque style (No patterns)
Jumper	Black with school logo
<b>Note:</b>	
Accessories / Jewellery	Any item that detracts from the school uniform is not appropriate for school which is at the discretion of the Leadership team An earring larger than 3 cm in diameter, dangling from the ear is not appropriate All items must be tastefully worn
Footwear	Other than a fully enclosed shoe, footwear must be secured with a strap at the back of the shoe Any footwear which does not enclose the upper part of the foot may not be worn in practical areas (Tech Studies, Science, Art, HPE and Home Ec) (OH&S) High heels, platform, ugg boots and thongs are not appropriate footwear
Scarf	Plain royal blue, white, black or maroon scarf may be worn (Supplied by external supplier)
Hats	Hats are encouraged when outside (Sun protection) Hats must be removed inside buildings
Makeup	Make up is to be appropriate for school and/or the workplace

**Note: Some items may need to be pre-ordered**

## SPORTING TEAMS UNIFORM

At sporting events, the sports uniform is to be worn as directed by HPE faculty. The loaning of uniform and coordination will be managed by the HPE faculty.

## YEAR 12 UNIFORM

The Year 12 jacket and polo top can be purchased from the Uniform Shop.

Through a process determined by the Assistant Principal of the Senior School, the student body will recommend a design.

Names are to be screen printed on the back of the jacket and polo top.

The Assistant Principal of the Senior School may provide final approval.

Jacket	Varsity Bomber Jacket (school colours)
Polo	Black with Black swish with school logo and 'senior' underneath the logo

## GROUP/PROGRAM

Group or program uniforms can only be worn on the days students are participating in the group or program. (This includes, but is not exclusive to: VET, Pedal Prix, STEM and SASSTA)

The design of the uniform must complement the everyday uniform and incorporate the school colours.

It must be designed in consultation with the Uniform Shop and/or suppliers.

All designs must have approval (See PIC's approval process).

Special group/program uniforms are to be managed by the leader or manager of the area.

## MUSIC PERFORMANCE UNIFORM

Loaned from the Music Department:

- Blazer (Blue)
- Trousers (Blue)
- Shirt (White)
- Tie (*Must be worn with white shirt, business trousers*)

Supplied by student:

- Black enclosed shoes
- Dress
- Tights

## STUDENT LEADERSHIP UNIFORM

Loaned from the Uniform Shop:

- Blazer (Black)
- Trousers (Black)
- Shirt (White)
- Tie (*Must be worn with white shirt, business trousers*)

Supplied by student:

- Black enclosed shoes
- Dress
- Tights

### 5.3. Changes to school uniform:

- Requests to change the Student Uniform Policy and Guidelines:
  - **Staff or parents/caregivers** - Requests can be made in writing to the Principal or Director of Engagement and Wellbeing which will be forwarded to the Uniform Committee.
  - **Students** – Request can be made in writing to Student Leadership which will be forwarded to the Uniform Committee.
- The Uniform Committee will advise the School Board of its deliberations following a request to change the Student Uniform Policy and Guidelines.
- If the School Board is satisfied with the advice of the Uniform Committee, it will make a decision on the request.
  - If the request is **approved** the school community will be advised accordingly.
  - If the request is **denied**, the petitioner will be advised of the decision and, if appropriate (but not necessarily), the reason(s) for the decision.
  - If **further information** is required, the **request has not received due consideration**, or the **request requires amending**, the matter will be referred back to the Uniform Committee for action.
- Decisions regarding requests to change the school uniform will be made within one calendar year.

### 5.4. Exemptions - Individual student requests

- An Executive Member in consultation with the Principal will give due consideration to any requests for an exemption. In making a decision, the Executive Member will regard issues such as culture and ethnicity, gender, religion, socio-economic hardship, genuine medical circumstances and/or any other additional circumstances as determined.
- If the decision is to not grant an exemption, the guardian/caregiver will be advised. If a guardian/caregiver remains dissatisfied with the decision, they should seek clarification from the Principal.
- It is the responsibility of the student to seek an exemption. Failure to seek an exemption will be regarded as non-compliance.

### 5.5. Exemptions - Casual Days

- On a Casual Day, all students or a cohort of students may be exempted from wearing the school uniform.
- Permission to hold Casual Days must be sought through the proposal process.
- Parents and/or students will be notified of Casual Days by any means that is deemed appropriate.
- The wearing of casual clothing on Casual Days is voluntary.
- Students must wear clean, appropriate, casual clothes on Casual Days which includes an acceptable standard of decency:
  - Bare mid-riffs or revealing clothing is unacceptable.
  - Clothing that is offensive, likely to disrupt or negatively influence the normal operations of the school, unsafe for students or others, and/or is likely to result in a risk to the health of the student or others is unacceptable.
- Failure to observe an acceptable standard of dress on a Casual Day will be deemed to be non-compliance with this policy and be referred to the Year Level Manager or House Leader (Refer to Behaviour Management Policy).
- The Student Uniform Policy and Guidelines applies for jewellery & accessories, footwear, hats and makeup (Refer 4.2) on Casual Days.

## 5.6. Strategies for uniform compliance

### Loan uniform Process:

1. A staff member directs student in a non-school uniform item to the Uniform Shop.
  2. The Uniform Shop loans the student uniform item for the day and keeps the non-school uniform item (Bagged with name and date written).
  3. The Uniform Shop records the transaction on DayMap.
  4. The student returns the uniform item at the end of the day and their non-uniform item is returned to them.
  5. The Uniform Shop launders loan uniforms after each use.
  6. If a pattern of non-compliance is observed, the Uniform Shop will:
    - a) Contact home.
    - b) Refer students to their Mentor Teacher via email.
  7. The Year Level Manager/House Leader and/or Mentor Teacher can refer students to the Wellbeing Team as required, via email.
- Repair of uniform items
    - The Uniform Shop manages the repair of uniform items.
    - Students are able to loan uniform while items are being repaired.
    - Two week turn around in non-peak periods.
    - In peak periods additional time may be required.
  - Financial support for families purchasing the uniform:
    - Centerpay
    - Layby

## 5.7. Non-compliance

- A student may be:
  - Excluded from entering a practical area without covered shoes, for failing to tie their hair back, removing jewellery and/or accessories or failing to wear PPE (Safety glasses, gloves, ect.) when requested.
  - Excluded from participation in a Physical Education lesson if the appropriate shoes are not worn.
  - Moved to an alternative learning program (Home study or behaviour support).
- Non-compliance will be dealt with by the Mentor Teacher initially and referred to the Year Level Manager or House Leader if the behaviour continues (Refer to Behaviour Management Policy).
- A single occurrence of non-compliance must be accompanied with a note from parents/caregivers (signed and dated) stating a reason, however will not automatically exempt a student from disciplinary action in relation to the non-compliance if, in the opinion of the Principal, the reason or duration is unacceptable. The student must loan a uniform item for the day from the Uniform Shop.
- If an item of clothing is not part of the school uniform, the student will be asked to remove the item and place it securely in their bag until it can be taken home.
- SBM processes may apply to students behaving in a manner which put the school into disrepute while wearing the school uniform (Refer to Behaviour Management Policy).

### 5.8. Uniform supplier

- Playford International College will review the official supplier of the school uniform **biennially**.
- Playford International College will advise the school community of where the uniform can be purchased at the beginning of each school year, by any means that it deems appropriate.

### 5.9. Policy Outcome

- Improved uniform compliance.
- Analysis of data - non-compliance (Uniform Shop and Mentor teachers).
- Improved understanding of the importance of uniform compliance.
- Supports and respects students, families and community values.
- Positive recognition of students who comply.

## 6. Roles and Responsibilities

### School Board

- The School Board approved the school uniform.

### Uniform Committee

- Meets annually
- The Uniform Committee is comprised of stakeholders from of the School Board, leadership, staff, Student Voice and guardian/caregiver.
- Communicates using a method that the Uniform Committee deems appropriate.
- The Uniform Committee is an advisory committee and is not empowered to make decisions regarding the school uniform but make recommendations to the School Board for approval.
- The Uniform Committee consults with staff, students, parents/caregivers to make recommendations to the School Board.

### Parents/Caregivers:

- Ensures that their child is in correct school uniform, it is clean and in good repair.
- Purchases a school uniform for their child.

### Students:

- Ensures that they attend school in correct the uniform.
- Reports to the Uniform Shop to loan a uniform item as required.

### Mentor Teachers

- Refers students to the Uniform Shop to loan uniform item as required.
- If a student is referred for continuous non-compliance, follow-up is required via phone call, meeting and/or referral to Year Level Manager or House Leader (Behaviour Management).
- If additional support is required for exceptional circumstances, the Wellbeing Team is notified by email.
- Encourage positive reinforcement and responsible behaviours within the school yard and classroom.

### Year Level Manager / House Leaders

- Supports Mentor / Subject teachers with non-compliant students.
- If additional support is required for exceptional circumstances, the Wellbeing Team is notified by email.
- Encourages positive reinforcement and responsible behaviours.

### The Uniform Shop

- Provides uniform items for sale.
- Facilitates the borrowing of loan uniform items, records transition on DayMap (5.6).
- Refers student to Mentor teacher if patterns are observed.
- Supports families with financial hardships with payment (5.6).
- Supports families to ensure that all repairs to clothing are completed within the stated timeframe (5.6).
- Contacts guardians/caregivers when a pattern of non-compliance is observed.

#### **Wellbeing team**

- Supports students referred.
- Supports students with issues such as, but not exclusive to:
  - Gender
  - Culture or ethnic
  - New to site
  - Itinerant students
  - Financial Hardship
  - Genuine medical or family sickness

#### **7. [Monitoring, evaluation and review](#)**

The Uniform Committee will meet annually in Term 2 to review the Student Uniform Policy and Guidelines and consider any requests to change the Student Uniform Policy and Guidelines. Recommendations will be made to the School Board for approval. Data will be collected from the Uniform Shop, regarding loan uniforms.