

# Brentwood Ursuline Convent High School Policy



## Uniform Policy

Authorised by Resolution of the Governing Body of the Brentwood Ursuline Convent High School

Date:

Signature: .....

Effective date of the policy: 10<sup>th</sup> May 2023

Review date of policy: May 2025 or earlier as required

### **This policy is written in the light of the school mission statement.**

Brentwood Ursuline Convent High School aims to provide excellence in education. To achieve this aim our students need to have a strong sense of belonging to our community. We recognise that good understanding and practice of school uniform requirements are part of the Ursuline experience. We believe that a high level of presentation will prepare students for when they take their place in the wider world.

The school uniform at Brentwood Ursuline is an important sign of our identity. Wearing the uniform smartly and with pride unites the school community in a sense of purpose that is beneficial both to the individual student and to the school. Uniform has also traditionally been a way of allowing all of our students, regardless of personal circumstances, to be equal. When the correct uniform is worn, it signals that all students are valued members of the school community, 'united together, all of one heart and one will.' (St Angela's Prayer)

This policy aims to:

- Set out the school's approach to requiring a uniform that is of reasonable cost and offers the best value for money for parents and carers
- Clarify expectations for school uniform

Our school has a duty to make sure that the uniform required is affordable, in line with statutory guidance from the Department for Education (2021) on the cost of school uniform.

We will make sure our uniform:

- Is available at a reasonable cost
- Provides the best value for money for parents/carers

In considering cost, Brentwood Ursuline Convent High School aims to:

- Regularly review the total cost of its school uniform(s), considering all items of clothing parents will need to provide while their child is at the school;
- Clearly state whether an item is optional or required
- Make clear if the item will be worn at certain times of the year e.g. winter / summer clothing
- Make clear whether a generic item will be accepted or if a branded item is required
- Make clear whether an item can only be purchased from a specialist retailer or if it can be purchased more widely

- Not promote the purchase of branded items for extra-curricular activities;
- The uniform supplier arrangements give the highest priority to cost and value for money (including the quality and durability of each garment);
- Ensure second-hand uniforms are available for parents to acquire. Information on second-hand uniforms will be clear for parents of current and prospective pupils and published on the school's website;
- Offer assistance to parents on lower incomes and parents with two or more children in the school at the same time.

### **Limiting the cost of school uniform**

We will do this by:

- Carefully considering whether any items with distinctive characteristics are necessary
- Limiting any items with distinctive characteristics where possible
- Avoiding specific requirements for items pupils could wear on non-school days, such as coats, bags and shoes
- Keeping the number of optional branded items to a minimum, so that the school's uniform can act as a social leveller
- Making sure that arrangements are in place for parents to acquire second-hand uniform items
- Avoid frequent changes to uniform specifications and minimising the financial impact on parents of any changes
- Consulting with parents and pupils on any proposed significant changes to the uniform policy and carefully considering any complaints about the policy

### **Where and how to purchase school uniform items**

School Uniform Supplier: Red Oak Roller  
4 Buckwins Square,  
Burnt Mills Industrial Estate,  
Basildon SS13 1BJ  
Phone: 01268 725630

- Information about second-hand uniform will be available on the school website at the beginning of each academic year and reminder notices given in the school newsletter.
- All items of school uniform are contained in Appendices sections of this policy
- Indicate if the school item is required to be purchased from the school uniform supplier

See Appendix 1 and Appendix 2 for details of school uniform items.

### **Expectations for our school community**

#### **Pupils**

Pupils are expected to wear the correct uniform at all times (other than specified non-school uniform days) while:

- On the school premises
- Travelling to and from school
- At out-of-school events or on trips that are organised by the school, or where they are representing the school (if required)

Pupils are also expected to contact the Head of Year or Deputy Headteacher if they want to request an amendment to the uniform policy in relation to their protected characteristics.

See Appendix 1 and Appendix 2 for details of school uniform items.

## **Parents and Carers**

Parents and carers are expected to make sure their child has the correct uniform and PE kit, and that every item is:

- Clean
- Clearly labelled with the child's name
- In good condition / fit for purpose

Parents are also expected to contact the child's Head of Year or Deputy Headteacher if they want to request consideration of an amendment to the uniform policy in relation to:

- Their child's protected characteristics

Parents are expected to lodge any complaints or objections relating to the school uniform in a timely and reasonable manner. The school will work closely with parents to arrive at a mutually acceptable outcome.

## **Staff**

Staff will closely monitor pupils to make sure they are in correct uniform. They will give any pupils and families breaching the uniform policy the opportunity to comply, but will follow up with the Head of Year/Deputy Headteacher if the situation does not improve. Ongoing breaches of the uniform policy will be dealt with by the child's Head of Year. In cases where it is suspected that financial hardship has resulted in a pupil not complying with this uniform policy, staff will take a mindful and considerate approach to resolving the situation.

## **Governors**

The governing board will review this policy and make sure that it:

- Is appropriate for the context of our school
- Is implemented fairly across the school
- Offers a uniform that is appropriate, practical and safe for all pupils

The Governors will also make sure that the school's uniform supplier arrangements give the highest priority to cost and value for money, for example by avoiding single supplier contracts and by re-tendering contracts at least every 5 years.

## **Links to other policies**

This policy is linked to our:

- Behaviour and Discipline Policy
- Equality Policy
- Anti-bullying Policy
- Complaints Policy

## Appendix 1

### UNIFORM REQUIREMENTS FOR YEARS 7 – 11

ITEM		REQUIRED	OPTIONAL	SCHOOL UNIFORM SUPPLIER	PARENT CHOICE
Blazer	BUCHS School Blazer	✓		✓	
Skirt	Dark brown, kilt style pleated knee length school skirt	✓		✓	
Blouse(s)	Yellow school blouse. <i>Note: from September 2022 a plain yellow blouse is being introduced for Year 7 and the striped yellow blouse will start being phased out.</i>	✓		✓	
Pullover	Brown school pullover	✓		✓	
Tights	Plain thick beige / brown / ice or thin flesh brown - no patterned tights	✓			✓
Socks	White ankle socks (NO over the knee socks)	✓			✓
Shoes	Dark brown or black shoes with a heel height measured on the OUTSIDE of not more than 1½ inches - no stilettos or similar heels which damage our floors and are dangerous around the building.	✓			✓
Boots	Dark brown boots may be worn in winter (outdoors only, in extreme conditions)		✓		✓
Coat	A plain, practical coat with no prominent logos, suitable to wear over the blazer and in keeping with the spirit of the school uniform. Should have reflective material markings for safety.		✓		✓
Scarf	School scarf or black/brown/cream scarf (outdoors only)		✓		✓
Hats	Plain black or brown hat (severe weather, outdoors only)		✓		✓
School Bag	Plain black, navy or brown with no logos, with zip, large enough to take A4 file		✓		✓

## PE/DANCE UNIFORM REQUIREMENTS FOR YEARS 7 – 11

ITEM	REQUIRED	OPTIONAL	SCHOOL UNIFORM SUPPLIER	PARENT CHOICE
Polo shirt	Yellow with school badge.	✓	✓	
Shorts	Royal blue shorts <i>Note: from September 2023 shorts are being introduced for Year 7 and shorts will start being phased out.</i>	✓	✓	
Football Socks	Royal blue plain football socks for autumn and spring terms only. No branding or logos.	✓		✓
Hoodie	Royal blue hooded jumper with the school badge. (Option to have name printed on back - surname only, in capital letters)	✓	✓	
Running Leggings	Black/navy blue running leggings		✓	✓
Short Socks	Short white ankle socks. No branding or logos.	✓		✓
PE Bag	Dark coloured bag suitable for PE (not a carrier bag)	✓		✓
Football Boots	Studded football boots, shin pads and boot bag for autumn and spring terms only.	✓		✓
Trainers	One pair of white/black cross trainers or running shoes (with non-marking soles). No fashion trainers.	✓		✓
House T-shirt	In House colour (Students should select the colour according to their House allocation)	✓	✓	
<b>DANCE UNIFORM REQUIREMENTS FOR YEARS 7 – 11</b>				
Leggings	Black only	✓		✓
Leotard	Black only (long sleeved, short sleeved or sleeveless)	✓		✓
T-shirt	Plain black t-shirt is optional in Winter months in addition to a leotard.		✓	✓

### **NOTES REGARDING SCHOOL UNIFORM**

All items to be marked clearly with student's name as items that are clearly marked are more easily returned if lost.

PE/Dance Kit should not be left overnight in the classroom. Students may change only in the changing rooms provided near the Gym, Sports Hall and the Dance Studio and should change into normal uniform before going to class or home.

## **JEWELLERY & MAKEUP REQUIREMENTS FOR YEARS 7 – 11**

- No makeup is permitted. If items such as false eyelashes are noticed, students will be required to remove them.
- A wristwatch, thin neck chain and a maximum of two pairs of small, flat stud earrings
- A simple small flat ring
- No bracelets
- No nail varnish or acrylic nails
- Extremes of hair-style are not permitted
- Long hair should be tied back
- Hair bands should be plain and dark.
- Hair-dying is discouraged and non-natural colours (including non-natural coloured artificial extensions) are not permitted

## **SANCTIONS FOR BREACH OF UNIFORM RULES**

If uniform rules have been breached, a member of staff will sign and date the student planner. After three signatures a Head of Year detention will be issued. If the student planner has been lost the student will be placed in an automatic Head of Year detention.

**Persistent or extreme infringement will result in Senior Leadership Team intervention and this may include parental contact, withdrawal from lessons and / or the student being sent home until the uniform infringement is put right.**

## **MOBILE PHONE & PERSONAL ELECTRONIC DEVICES**

### **YEAR 7 – 11**

Personal electronic devices are **not** permitted in school. We would also advise against mobile phones, however if parents feel these are necessary for their daughter's safety during their journey to and from school we require that they are turned off on arrival at school and not accessed until your daughter leaves school.

Alternatively, students may hand them in at reception where they will be stored, safely, until the end of the day. We cannot accept liability for the loss of any mobile phones or electronic devices that have not been handed in to the reception.

Parents are respectfully asked to help us implement this policy by not communicating with their daughters during the school day.

## Appendix 2

### UNIFORM REQUIREMENTS FOR SIXTH FORM

Students may continue to wear the existing school uniform in the Sixth Form and the following uniform options are available to all Sixth Form students:

#### OPTION A

ITEM		REQUIRED	OPTIONAL	SCHOOL UNIFORM SUPPLIER	PARENT CHOICE
Blazer	BUCHS School Blazer	✓		✓	
Skirt	Dark brown, straight knee length school skirt	✓		✓	
Blouse	White school blouse	✓			✓
Cardigan	Brown school cardigan	✓		✓	
Tights	Plain thick beige / brown / ice or thin flesh brown - no patterned tights	✓			✓
Socks	White ankle socks (NO over the knee socks)	✓			✓
Shoes:	Black formal shoes. No stilettos or extremes of heel/sole height.	✓			✓

#### OPTION B

ITEM		REQUIRED	OPTIONAL	SCHOOL UNIFORM SUPPLIER	PARENT CHOICE
Blazer	Black formal blazer.		✓		✓
Skirt	Plain black, straight knee length skirt	✓			✓
Trousers	Plain black, full length straight formal trousers	✓			✓
Blouse/ Shirt	White school blouse (no tie required) White formal school shirt (tie required)	✓			✓
Tie	Plain dark blue to be worn with formal shirt collar	✓			✓
Jumper	Smart plain black V-neck jumper. (Style indicated in photo). No sweatshirt material.	✓			✓
Cardigan	Smart plain black V-neck cardigan. (Style indicated in photo). No sweatshirt material.	✓			✓
Tights/ Socks	Plain black tights - no patterned tights White ankle socks (NO over the knee socks)	✓			✓
Shoes:	Black formal shoes. No stilettos or extremes of heel/sole height.	✓			✓

### JEWELLERY & MAKEUP REQUIREMENTS FOR SIXTH FORM

- Subtle/discreet makeup may be worn.
- Subtle/discreet nail varnish with no acrylic nails.
- Nails to be kept at a safe and professional length.
- Subtle/discreet jewellery may be worn (no dangly earrings, maximum of two piercings in each ear).
- No body piercings to be visible, including nose studs and tongue piercings.
- Extremes of hair-style are not permitted.
- Hair-dying is discouraged and non-natural colours (including non-natural coloured artificial extensions) are not permitted
- No forms of tattoo or body art are permitted, including on face, neck, arms or hands.

**THE SCHOOL RESERVES THE RIGHT TO DECIDE ON 'DISCREET', 'EXTREME', 'SAFE' AND 'PROFESSIONAL'.**

Persistent or extreme infringement of uniform rules will result in Sixth Form Leadership Team intervention and this may include parental contact, withdrawal from lessons and / or the student being sent home until the uniform infringement is put right.

**MOBILE PHONE & PERSONAL ELECTRONIC DEVICES**  
**SIXTH FORM**

Mobile phones & personal electronic devices are permitted in school although they are only to be used in the Sixth Form cafe outside of lesson times.

We cannot accept liability for the loss of any mobile phones or electronic devices on the premises. Parents are respectfully asked to help us implement this policy by not communicating with their child during the school day.

If students avail themselves of the Sixth Form Study Room Wi Fi system they **MUST** adhere to the school's ICT Policy. Also, we cannot accept liability for student's personal Laptops. These should be stored in lockers when not in use.