



## ROYAL LATIN SCHOOL

“High Expectations For All”

### SCHOOL UNIFORM & EQUIPMENT

#### POLICY AND PROCEDURE

<b>Date agreed by the Personnel Committee on behalf of the Governing Body</b>	<b>20th May 2019</b>
<b>Date to be reviewed</b>	<b>March 2021</b>
<b>Governors’ Committee accountable for the review</b>	<b>Personnel</b>
<b>Senior Leadership Team member accountable for review</b>	<b>Headteacher</b>
<b>Date approved by Full Governing Body</b>	<b>24th June 2019</b>

**Signed:..... (Name:.....)**  
Chair of Governors

**Date .....**

# School Uniform & Equipment Policy

## Aim

The policy's aim is to provide a clear and unambiguous statement of the uniform and equipment expectations in Years 7 – 11 and the Sixth Form.

## Key Principles

Governors believe that a clear policy on uniform provides a secure foundation for students to learn in a well-ordered and disciplined environment. The maintenance of high standards of dress provides high expectations that link to high academic performance. Uniform also plays an important role in establishing a strong corporate spirit and a sense of belonging to the school community. Students should take pride in their appearance and recognise that they are ambassadors for the school.

## Roles and Responsibilities

Governors recognise that the implementation of uniform expectations should be carried out, in the first instance, by all members of the teaching staff. Where regular breaches of the uniform policy occur then these will be dealt with by Heads of Year in accordance with the school's Positive Behaviour Policy. More serious cases will be taken to the SLT link to pastoral issues.

If parents wish to appeal against any staff decision on uniform then this will be dealt with by the Headteacher. Any further appeal against the Headteacher's decision would be dealt with by the Governors' Hearing and Appeals Committee.

We expect students in Years 7 – 11 to wear their uniform with pride and look smart at all times. The School's dress code is constantly monitored throughout the year. Our aim is to keep expense to a minimum so as not to make unreasonable demands.

**Parents in doubt about the suitability of an article of clothing or footwear are advised, therefore, to check with the School before purchasing items which may be unacceptable.**

We do appreciate that the styling and length of the girls' skirts varies according to the manufacturer but length should be in line with the practicalities of everyday school life. Students will be advised if their skirts are genuinely felt to be too short (not more than 10cm above the knee).

## **YEARS 7 – 11 BOYS AND GIRLS**

Black School blazer. Badges are available from T King Associates, Unit 14, Swan Business Centre, Buckingham

Black tailored, full length trousers

Pleated black skirt (see note above). Skirt material should be similar to that for school trousers – i.e. not stretchy material, lycra or denim or with high slits

Black socks or black tights

Regulation white shirt, long or short sleeved (tucked in please)

Black shoes (NOT boots or trainers, nor with open toes)

School tie (available from School in Year 7 or from T King Associates)

**Optional :**

Plain, black v-neck pullover (cardigans, sweatshirts and other styles are NOT permitted)  
Raincoat, overcoat or anorak without obvious lettering or logos (dark colours preferable)

Fluorescent strips are recommended for students travelling on foot after dark

Occasionally trainers need to be worn to school if a student is suffering from a foot injury. Students suffering from a foot injury must bring in a note from parents. If trainers need to be worn for longer than one week, they must be black.

We do not encourage the wearing of jewellery. It is unsuitable, frequently unsafe and its loss may cause distress. However, plain ear studs may be worn in pierced ears if necessary (no more than one stud per ear) and a watch. No other jewellery is permitted and no other body piercing is allowed.

Make-up must be **discreet**. This includes nail varnish. If not, students will be asked to remove it. Hair must be of a natural colour.

Students who wear items which obscure their faces will be asked to remove them. This is in order that students can be identified and that teachers are able to judge their engagement with learning or to secure their participation in practical activities or discussions. If head scarves are worn, for religious reasons, they should be plain and linked to school colours.

**PE/SPORTS KIT : ORDERED THROUGH THE SCHOOL WEBSITE**

¼ Zip Training Top  
Black Polo Shirt  
Black multisport shorts  
Black PE skort (girls only)  
Black and red games socks  
White PE socks (cannot be ordered through school)  
Studded football boots (cannot be ordered through school)  
Non marking indoor trainers (cannot be ordered through school)  
Outdoor trainers (cannot be ordered through school)

**OPTIONAL EXTRAS :**

We strongly recommend that students wear shin pads and a good gum shield for hockey and rugby. These are available from all good department and sport stores.

Leggings, thermal base layers and fleece swackets are optional sports clothing as well.

Students may bring their own, named, hockey sticks, tennis rackets etc, if they wish to do so.

**PLEASE NOTE : ALL ARTICLES OF CLOTHING (INCLUDING SOCKS AND FOOTWEAR) AND EQUIPMENT MUST BE CLEARLY MARKED WITH THE OWNER'S NAME EITHER IN INDELIBLE INK OR WITH NAME TAPES.**

## **UNIFORM STOCKISTS**

T King Associates Ltd, Unit 14, Swan Business Centre, Buckingham MK18 1TD

Tel: 01280 824836

Badges can be purchased from T King Associates Ltd

## **EQUIPMENT**

### **All students are expected to provide:**

Ink pen

Range of pencils e.g. 2H, 2B and HB

Coloured pencils or felt-tip pens

Ruler (metric 20cm at least)

Protractor

Set Square

Pair of compasses

Scientific Calculator

Glue Stick

## **IMPORTANT NOTES**

The school regrets it cannot accept responsibility for watches, calculators, jewellery or similar valuables brought onto the premises by students. Lockers are available.

Please refer to our E-safety and Personal Devices policy for our approach to the use of mobile phones in school.

The minimum amount of money should be brought to school and it must be kept on the person or handed in to the Student Office for safe keeping. All valuables should be handed in to staff at the beginning of PE/Games lessons.

## Sixth Form Dress Code

We expect our Sixth Form students to dress with pride, in a manner suitable for a formal business environment and as role models for younger students.

Young Women	Young Men
<p><b>Compulsory:</b>                      A smart suit – jacket and skirt/trousers must be matching and of the same material.                      Smart sleeved plain top or blouse                      Practical smart shoes (flat or with a moderate heel)</p> <p><b>Permitted:</b>                      Smart jumper/ cardigan under jacket                      Stud or small hoop/drop earrings                      Modest makeup</p>	<p><b>Compulsory:</b>                      A smart suit – jacket and trousers must be matching and of the same material                      A smart collared shirt                      Tie                      Smart shoes</p> <p><b>Permitted:</b>                      Smart jumper/cardigan under jacket                      Stud or small hoop earrings</p>
<p>Coats, caps, hats, hoods, scarves and sunglasses must not be worn indoors                      Body piercing / tattoos must not be visible                      Hair must be of a natural colour</p>	

We do appreciate that the styling and length of girls’ skirts vary according to the manufacturer but length should be in line with the practicalities of everyday school life. Students will be advised if their skirts are genuinely felt to be too short (not more than 10cm above the knee).

Students who wear items which obscure their faces will be asked to remove them. This is in order that students can be identified and that teachers are able to judge their engagement with learning or to secure their participation in practical activities or discussions. Headscarves may be worn for religious reasons.

If you are not sure whether any potential clothing purchase conforms with this dress code, then please check with the Head of Sixth Form before you have bought the item in question.

**Students who do not follow the dress code will be sent home to change (which may involve parents being asked to collect them).**

Please urge your son/daughter to retrieve lost property as soon as possible – storage is very limited at school, so after a short period of notice, unclaimed lost property may either be disposed of, or given away to charity.