

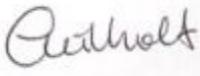


# Uniform Policy

## Policy Review

| Review Cycle: | Date of Current Policy: | Author(s) of Current Policy: | Review Date  |
|---------------|-------------------------|------------------------------|--------------|
| Annual        | October 2023            | Kirsten Windsor              | October 2024 |

## Policy Ratification

| Role               | Name           | Signature  | Date       |
|--------------------|----------------|--|------------|
| Chair of Governors | Gayle Willmott |  | 04/10/2023 |
| Principal          | Emma Reynolds  |   | 04/10/2023 |

## Contents

|           |                                    |           |
|-----------|------------------------------------|-----------|
| <b>1</b>  | <b>Statement of intent</b>         | <b>3</b>  |
| <b>2</b>  | <b>Legal framework</b>             | <b>3</b>  |
| <b>3</b>  | <b>Roles and responsibilities</b>  | <b>4</b>  |
| <b>4</b>  | <b>Cost principles</b>             | <b>5</b>  |
| <b>5</b>  | <b>Equality principles</b>         | <b>7</b>  |
| <b>6</b>  | <b>Complaints and challenges</b>   | <b>9</b>  |
| <b>7</b>  | <b>College uniform supplier</b>    | <b>9</b>  |
| <b>8</b>  | <b>Uniform assistance</b>          | <b>9</b>  |
| <b>9</b>  | <b>Non-compliance</b>              | <b>10</b> |
| <b>10</b> | <b>College uniform</b>             | <b>11</b> |
| <b>11</b> | <b>Adverse weather</b>             | <b>13</b> |
| <b>12</b> | <b>Labelling and lost property</b> | <b>13</b> |
| <b>13</b> | <b>Monitoring and review</b>       | <b>13</b> |

## 1 Statement of intent

Frome Community College believes that a consistent uniform policy is vital to promote the ethos of the College and provide a sense of belonging and identity for all students, regardless of their protected characteristics or socio-economic circumstances.

For the purposes of this policy, “**uniform**” includes the following elements of students’ appearance:

- Clothing, including the College uniform itself, variations of the College uniform such as PE kits, and other clothing worn at College, e.g. non-uniform.
- Hairstyles and headwear.
- Jewellery and other accessories.
- Cosmetics such as makeup and nail polish.

This policy lays out the measures the College has taken to ensure a consistent, fair and inclusive uniform policy, and to implement a uniform that reflects the needs of all students, is affordable, and provides the best value for money for both the College and students’ families.

We believe that students learn most effectively and achieve their best outcomes when they are comfortable, able to be themselves, and dressed in a way that sets an appropriate tone for education.

## 2 Legal framework

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- Human Rights Act 1998
- Education and Inspections Act 2006
- Equality Act 2010
- Education Act 2011
- The UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Education (Guidance about Costs of College Uniforms) Act 2021
- DfE (2021) ‘Cost of College uniforms’
- DfE (2021) ‘College Admissions Code’
- DfE (2021) ‘College uniforms’
- Equality and Human Rights Commission (2022) ‘Preventing hair discrimination in Colleges’

This policy operates in conjunction with the following College policies:

- Complaints Procedures Policy
- Behaviour Policy

### 3 Roles and responsibilities

The governing board is responsible for:

- Establishing, in consultation with the Principal and College community, a practical and smart College uniform that accurately reflects the College's vision and values.
- Ensuring that the College's uniform is accessible, inclusive, and does not disadvantage any student because of their protected characteristics or socio-economic status.
- Listening to the opinions and wishes of parents, students and the wider College community regarding changes to the College's uniform.
- Ensuring that the College's uniform is accessible and affordable.
- Demonstrating in this policy how best value for money has been achieved.
- Ensuring compliance with the DfE's '[Cost of College uniforms](#)' guidance.
- Processing and approving all eligible College Uniform Assistance Application Forms.

The Principal and the Senior Leadership Team are responsible for:

- Enforcing the College's uniform rules on a day-to-day basis.
- Ensuring that teachers understand this policy and what to do if a student is in breach of the policy.
- Listening to the opinions and wishes of the College community in regard to the College's uniform and making appropriate recommendations to the governing board.
- Ensuring relevant students are provided with an exemption note as appropriate, e.g. for a student who has a broken arm and requires a loose-fitting shirt.

Staff are responsible for:

- Ensuring that students dress in accordance with this policy at all times.
- Where appropriate to their role, disciplining students who are in breach of this policy.
- Ensuring that students understand why having a consistent and practical College uniform is important, e.g. College identity.

Parents are responsible for:

- Providing their children with the correct College uniform as detailed in this policy.
- Informing the Principal if their child requires an exemption to the uniform rules for a period of time, with a reason why.
- Ensuring that their child's uniform is clean, presentable and the correct size.

Students are responsible for:

- Wearing the correct uniform at all times, unless the Principal or Senior Leadership Team has granted an exemption.
- Looking after their uniform as appropriate.
- Understanding and respecting why a College uniform is important to the College, e.g. College identity and community.

## 4 Cost principles

The College will ensure that its College uniform is affordable and accessible to all students, and does not place an unreasonable financial burden on parents.

In accordance with the 'College Admissions Code', the Principal will ensure that the College's uniform requirements do not discourage parents from applying for a place for their child.

The College will assess the overall cost implications of its uniform policy regularly, including prior to making any changes to the College uniform. When evaluating whether costs are reasonable and proportionate, the College will take into account the opinions and situations of:

- Economically disadvantaged parents.
- Parents with multiple children who are, or will be in the future, students at the College.
- Parents of younger children, as they are likely to grow quickly and require new sets of uniform more frequently.
- Parents of students with protected characteristics that may impact their ability to access the uniform.
- LAC and PLAC students.

The College will evaluate the cost of its uniform based on the overall collection of uniform items that parents would need to purchase for a student, 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 College in clean uniform every day.

The College will keep variations in College uniform for different groups of students, e.g. year group-specific items or house colours, to a minimum to ensure that students can get the most wear out of their uniform and that parents can pass some items down to younger siblings.

The College will keep branded uniform items to a minimal level that is reasonable for all members of the College community. The College defines a branded uniform item as any item of clothing that cannot be purchased at a range of retailers, e.g. supermarkets, due to the item's logo, colour, design, fabric or other unique element. Where the College requires an item of branded clothing, it will assess how prices can be kept as low as possible and put measures in place to facilitate this. This may include:

- Ensuring branded items are longer-lasting and unlikely to be worn out quickly, e.g. ties.
- Making donated second-hand uniform available for purchase at a lower price.

The College will meet the DfE's requirements and recommendations on costs and value for money. Care will be taken to ensure that College uniform is affordable for all current and prospective students, and that the best value for money is secured through reputable suppliers.

The College will work with multiple suppliers to obtain the best value for money possible. Any savings negotiated will be passed to parents where possible. More information on supplier processes can be found in the '[College uniform supplier](#)' section of this policy. The College will not make frequent changes to uniform requirements and will take the views of parents and students into account when considering any changes.

## 5 Equality principles

The College takes its legal obligation to avoid unlawfully discriminating against any protected characteristic very seriously. In line with this, the College will aim to ensure that its uniform policy is as inclusive as possible so that all students can access a College uniform which is comfortable, suitable for their needs, and reflects who they are, while avoiding any direct or indirect discrimination on the basis of protected characteristics or socio-economic status.

The College will ensure that parents and students are consulted over any changes to College uniform, and that, where appropriate and with students' consent, views and advice are sought specifically from students, and parents of students, who:

- Are transgender or non-binary.
- Are of a religious or cultural background that has specific dress requirements.
- Have SEND and/or sensory needs.

Parents' concerns and requests regarding College uniform and amendments to it are handled on a case-by-case basis by the Principal and governing board, and always in accordance with the College's Complaints Procedures Policy.

Information on how the College ensures its uniform policy does not discriminate against students with specific protected characteristics is outlined below.

### Gender

To avoid disproportionately impacting students of a certain gender, the College will ensure that the cost of uniform is as equal in price as possible across items for all genders.

This includes:

- Adhering to the procedures laid out in the '[Cost principles](#)' section of this policy.
- Not directly requiring students of a certain gender to buy additional uniform, e.g. by requiring female students to buy both trousers and skirts.
- Not indirectly requiring students of a certain gender to buy additional uniform, e.g. by offering football in PE to only male students and requiring they buy football boots to participate.
- Not holding students of different genders to different uniform standards, e.g. by banning certain hairstyles for only one gender.

The College will implement a gender-neutral uniform, meaning that students will not be required to wear specific items based on their gender, and may wear any of the uniform items listed in the '[College uniform](#)' section of this policy regardless of the legal sex recorded on the College's records. Transgender students are supported to access the uniform that best reflects their gender expression.

### **Religion and belief**

To avoid disproportionately impacting students of a certain religion, belief or culture, the College will ensure that there is flexibility to allow students to present themselves in a way that adheres to their dress requirements as far as possible, within the College's uniform policy.

The College will endeavour to meet all requests for amendments to the uniform for these purposes; however, the needs and rights of individual students will be weighed against any health and safety concerns appropriate to the circumstances, e.g. if safety headgear needs to be worn.

### **Race**

To avoid disproportionately impacting students of a certain race, the College will ensure that its uniform policy does not constitute unlawful indirect discrimination through blanket rules. This includes:

- Not banning hairstyles related to a student's ethnic origin, e.g. natural Afro hairstyles.
- Not banning hairstyles worn because of cultural, family and social customs, e.g. cornrows.
- Not banning head coverings related to a student's culture or ethnic origin, e.g. African heritage head wraps.

The College will follow the good practice guidance provided by the Equality and Human Rights Commission on ['Preventing hair discrimination in Colleges'](#).

### **SEND and medical conditions**

To avoid disproportionately impacting students with SEND or medical conditions, the College will ensure its uniform policy takes into account the needs of these students. This includes:

- Allowing variations to the standard uniform for students whose medical conditions or SEND needs may impact how they dress, e.g. students with casts who require loose-fitting clothing or students with hair loss-related conditions who wish to wear head coverings.

Where the needs of these students cannot be met in the standard uniform policy, individual adaptations to the uniform will be considered and permitted wherever possible.

## 6 Complaints and challenges

The College will endeavour to resolve all uniform complaints and challenges locally and informally, in accordance with the College's Complaints Procedures Policy.

The College will refer individuals who wish to complain to the Complaints Procedures Policy and request that they follow the procedures outlined therein.

When a complaint is received, the College will work with the complainant to arrive at a mutually acceptable outcome.

## 7 College uniform supplier

The College's current College uniform supplier is:

- Cosmic Monkey
- Unit E3 Southgate, Commerce Park, Frome, Somerset, BA11 2RY.
- 01373 464776
- hello@cosmicmonkey.co.uk

The College uniform supplier will accept College uniform assistance vouchers.

The governing board will ensure that a written contract is in place with the supplier for branded items. The governing board will be able to demonstrate how uniform is procured at the best value for money. The Principal will work to ensure that the 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 College will not sign contracts with suppliers before requesting visualisations and samples of proposed uniform.

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

## 8 Uniform assistance

The College will support disadvantaged families in meeting the costs of uniforms by providing access, where possible, to second hand uniform. If this is not possible a referral can be a local charity who support local families with the cost of uniform.

For parents to claim College uniform assistance, their children should be eligible for free school meals. Eligibility will be determined by checking original documents from the relevant authority, detailing receipt of the benefit and the address of the student.

Families who feel they meet this criteria should email the College to make enquiries at [office@fromecollege.org](mailto:office@fromecollege.org)

Parents will be invited to donate their child's uniform when they no longer need it.

## 9 Non-compliance

Staff will be permitted to discipline students for breaching this policy, where relevant to their role, in accordance with the College's Behaviour Policy.

The Principal, or a person authorised by the Principal, will be permitted to ask a student to briefly go home to remedy breaches to the College's uniform or for a parent to drop off the correct uniform. When deciding whether to allow a student to return home, the member of staff will consider the student's age and vulnerability, the length of time it will take, and the availability of the student's parents. A parent will always be contacted before sending the student home – if contact with the student's parent cannot be made, the student will remain in College.

Where a student has been sent home to rectify uniform breaches, the absence will be recorded as 'authorised'. If a student repeatedly breaches uniform rules, or takes longer than necessary to rectify the absence, the absence will be recorded as 'unauthorised'.

Parents will be notified of students' breaches of College uniform in all cases.

Where a student is not able to go home or a parent is not able to drop off uniform, the College will seek to lend the student the correct uniform items. Students will be expected to hand in an item of value as a deposit for these items. All items should be returned to College by the end of the day where the student's deposit will be returned.

In some circumstances, students may be asked to work in the Re-Set Room until correct uniform is worn.

## 10 College uniform

| Frome College Uniform  | Available at Cosmic Monkey | Available in high street stores |
|--|----------------------------|---------------------------------|
| School blazer  | ✓                          |                                 |
| White formal shirt (long or short sleeved)                             |                            | ✓                               |
| <i>Optional</i> – school jumper (to be worn in addition to the blazer) | ✓                          |                                 |
| School House tie   | ✓                          |                                 |
| School tartan knee length skirt  | ✓                          |                                 |
| Mid grey formal school trousers or mid grey knee length formal short   |                            | ✓                               |
| Black tights or black or white socks                                   |                            | ✓                               |
| Plain black shoes with no markings                                     |                            | ✓                               |

| Frome College sports kit   | Available at Cosmic Monkey | Available in high street stores |
|--|----------------------------|---------------------------------|
| Polo shirt/polo top - short sleeved, in black with purple sides                        | ✓                          |                                 |
| Shorts in black with purple sides, or skort in black with purple sides                 | ✓                          |                                 |
| Rugby/hockey top - long sleeved in black and purple (reversible)                       | ✓                          |                                 |
| <i>Optional – recommended for winter</i> Hoodie in black and purple                    | ✓                          |                                 |
| <i>Optional – recommended for winter</i> Jogging bottoms in black or leggings in black |                            | ✓                               |
| Socks in black or white  |                            | ✓                               |
| Sports shoes   |                            | ✓                               |
| Sports boots   |                            | ✓                               |

Parents are responsible for ensuring their child brings their PE kit to College when needed.

## **Jewellery**

The College rules on jewellery are as follows:

- One pair of earrings may be worn – no other piercings are permitted. Hoops must not be bigger than a 2p coin.
- A smart and sensible wristwatch may be worn.
- One nose plain nose stud.
- One necklace (placed underneath the shirt).
- One bracelet on each wrist.
- One ring on each hand.

Students will be advised that jewellery is their personal responsibility and not that of the College. Lost or damaged items will not be refunded. All jewellery must be removed during practical lessons, including PE lessons and science experiments.

## **Bags**

Students must use an appropriately-sized waterproof bag to carry their books and equipment. It must hold A4-sized workbooks comfortably without causing any damage. College bags featuring inappropriate images, slogans or phrases will not be permitted. The College will discourage students from bringing valuable bags to College. The College will not be liable for lost or damaged College bags.

## **Hairstyles and headwear**

The College reserves the right to make a judgement on whether a student's hairstyle, hair colour or headwear is inappropriate for the College environment; however, the College will ensure that any such judgements do not discriminate against any student by virtue of their protected characteristics. Each individual student'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 College's Complaints Procedures Policy.

Students with long hair must ensure that this does not impede their vision, cover their face, or cause a health and safety risk. Long hair must be tied up during practical lessons, e.g. during PE.

The following hairstyles, hair colours and headwear are not considered appropriate for College:

- Brightly-coloured dyed hair.
- Headwear with bold patterns or colour.
- Excessive hair accessories.
- Headwear featuring inappropriate words or images.

## **Makeup and cosmetics**

The College rules on makeup and cosmetics are as follows:

- Only natural-looking makeup is permitted.
- False nails and extensions are permitted but they must not be excessive in length or colour. They must not impede the student from doing all tasks required during the College day. They must not pose a health and safety risk.
- Temporary tattoos are not permitted.

Students wearing excessive makeup will be required to remove it.

## **11 Adverse weather**

All students will be advised to wear weather-appropriate clothing. For hot temperatures, this includes wearing:

- Tops that cover the shoulder area.
- Sunglasses with UV protection when outside.

Students will be advised not to wear any jumpers or blazers during heatwaves. If outside during break times, students not wearing sun-safe clothing will be 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 outside.
- Warm jumpers.
- Trousers, or skirts and thick tights.

## **12 Labelling and lost property**

Parents will be advised to ensure that all students' clothing and footwear is clearly labelled with their name and year group.

Any lost clothing will be taken to the lost property box in the Student Services. All lost property will be retained for one month and will be disposed of if it is not collected within this time.

## **13 Monitoring and review**

This policy will be reviewed annually by the chair of governors and the Principal. The next scheduled review date for this policy is October 2024.

Any changes to this policy will be communicated to all staff, students, parents and other relevant stakeholders.