Herdsmans Cove Primary School Dress Code and Uniform Policy



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## Purpose

The purpose of a School Student Dress Code and Uniform Policy (the Policy) is to promote social equity in terms of clothing, assisting school staff in easily identifying students and enhancing the sense of pride within a school. The Policy is in accordance with [*Secretary’s Instruction No 6 for State School Student Dress Code*](https://documentcentre.education.tas.gov.au/Documents/State-School-Student-Dress-Code-Secretarys-Instruction-No-6.pdf#search=secretary%27s%20instruction%20no%206)and developed in consultation with the School Association and students.

## Policy objectives

* Promote a shared sense of school identity and ensure all students are dressed safely and appropriately for school activities
* Strengthen the profile and identity of the school and its students within the broader community
* Assist school staff to easily identify students on school excursions and on the school campus
* Encourage students to take pride in their appearance
* Prepare learners for the expectations of the workplace
* Identify the process for establishing a dress code, or uniform and who is required to wear one
* Identify the process for granting exemptions to a dress code or uniform.

## Key information

* State schools for students from Prep to Year 10 inclusive **MUST** have a school uniform. It is a requirement that these students wear the uniform their school endorses.
* To ensure that the requirements of [*Education Act 2016*](https://www.legislation.tas.gov.au/view/whole/html/inforce/current/act-2016-051) and the Secretary’s Instruction are met, the school MUST**:**
  + Allow exemptions and /or criteria to evaluate applications for exemption from compliance with the Policy, where individual circumstances make it difficult to adhere to the Policy and would outweigh the benefits of compliance.
  + Provide students with gender neutral options (i.e. unisex) in addition to any male and female specific items.
  + Endorse a uniform that is cost effective. (Schools should consider providing uniform banks to support families experiencing hardship to meet uniform requirements.)
* A principal with students enrolled outside of Prep to Year 10 can choose to require all students to wear the uniform. This MUST be established through a dress code, and MUST include consultation with the School Association and students.
* Consultation with the School Association can be done by requesting the School Association Committee to include dress code/uniform as an agenda item at a Committee meeting. The school can promote that consultation is underway and invite parents to provide feedback through the Committee.
* A dress code may stipulate requirements around personal appearance and grooming.
* When introducing a new dress code or uniform, a transition period of 12 months is recommended to allow time for the Policy to be understood and adhered to.

## Requirements

The Policy applies during school activities (including out-of-hours or off-site activities), on school campus and while travelling to or from school (while wearing school uniform), unless an exemption has been granted.

## Roles and responsibilities

### Principals

* MUST have a uniform for students from Prep and Year 10 inclusive.
* MUST detail the processes for exemptions from the dress code or uniform.
* MUST detail a review process for any applications for exemption from compliance with the Policy.
* Maydevelop and implement a dress code.
* MUST detail how non-compliance with dress code or uniform will be dealt with under the school’s *Respectful Student Behaviour Policy and Process.*
* MUST consult with the School Association when developing a dress code or uniform.
* MUST consult with students when developing a dress code or uniform.

Where the decision is made to develop a dress code, a principal MUST:

* Ensure compliance with legislation including: *Education Act 2016, Disability Discrimination Act 1992, Sex Discrimination Act 1984, Anti-Discrimination Act 1998 (TAS) and Racial Discrimination Act 1975.*
* Consult with their School Association and students to ensure the Policy reflects the views of the school.
* Include requirements on the wearing of hats in line with the Cancer Council of Tasmania’s ‘Sun Smart’ Program. (See the DoE [*Sun Protection Policy*](https://documentcentre.education.tas.gov.au/Documents/Sun-Protection-Policy.pdf#search=sun%20smart) for further information.)
* Identify how the non-compliance with the Policy will be managed under the school’s *Respectful Student Behaviour Policy and Process*.

### Teaching Staff

* MUST ensure compliance with any dress code and uniform by following the processes established by the school to address non-compliance.

### Parents/Carers and Students

* MUST ensure compliance with the Policy, or apply for an exemption.

## Uniform items

The **Herdsmans Cove Primary School** Uniform consists of the following items available from the HCPS uniform shop:

School top with HCPS logo – short sleeved polo top (alternative: plain navy blue polo top, long or short sleeved t-shirt)

School jumper or jacket with HCPS logo – long sleeved rugby top or polar fleece ( alternative: plain navy blue long sleeved polo fleece or jacket)

Navy blue pants – track pants – microfibre pants – no jeans

Navy blue 3/4 length school leggings

Navy blue shorts

Herdsmans Cove Primary orange/blue/white checked dress

Shoes: fully enclosed shoes or sneakers/ preferably black

Socks: preferably navy blue or white

Yr 6 Leavers Top to be purchased separately

Requirements

### Uniform Requirements

The uniform requirements are:

* The Everyday Uniform MUST be worn for excursions (except where specified).
* Closed shoes MUST be worn at all times during school activities (except where otherwise permitted by staff).

The school provides second-hand uniform items for sale in the uniform shop.

### Sun smart policy

The slouch, legionare or bucket style hat in navy blue must be worn in Term 1 and Term 4 a HCPS as part of the of the schools sun smart policy.

### school-specific safety requirements

Where it is required, students must use or wear appropriate safety equipment for example, gloves and aprons in the kitchen, smocks in Art, gloves in the garden.

Dress code

The following requirements apply in relation to:

* Jewellery: not permitted with the exception of wrist watches, studs or sleepers

Jewellery such as necklaces, anklets and bracelets are valuable items that are not permitted

* Make-up or acrylic/fake nails: not permitted with the exception of special events or dress-up days e.g Book Week

(Fake nails are not permitted as they pose a safety risk during sports and play time)

* Hair colouring is only acceptable if it is of a natural colour/blonde/brown/black or shades there of. Bright colours are not permitted with the exception of the use of temporary colours for special events such as dress-up days
* Hats, beanies and hoodies are not permitted to be worn in the school building
* Caps are not permitted at school or to be worn in the building
* Non school jackets, coats, windcheaters, hoodies or puffer jackets are not permitted to be worn in the school building
* School Uniform items must be clearly marked with the student’s name
* Swimming caps are required to be worn when attending swimming and water safety programs
* Kindergarten students are required to wear school uniform or school colours (navy blue or orange)

Exemptions

Parents may seek an exemption from compliance with elements of the school’s Policy. This will be granted where the principal considers that it is in the best interests of the student to allow such an exemption. When deciding whether to grant an exemption, the principal will consider:

* Offering a grace period for new students starting partway through the school year to comply with the Policy and acquire any uniform items.
* Religious beliefs, cultural background and/or individual needs (e.g. sensory issues).
* Uniform exemptions may be granted for ‘free dress day’. Free dress clothing must be sun safe, should not display inappropriate or offensive logos, images or slogans, and closed-toe footwear must be worn.

Uniform exemptions may be required for specific school activities where it would not be appropriate for a student to be in uniform/comply with dress code.

* When exemptions are granted for reasons other than special events, students are encouraged to wear school colours - navy blue or orange.

### requesting an exemption

To request an exemption a parent/carer or independent student MUST:

* speak to the Principal or a Senior Staff member first
* speak to your child’s teacher
* explain the concern; and
* nominate the requested length of exemption from the requirements.

For exemptions requested for three or less consecutive school days, the principal MUST:

* consider the request and notify the parent and student if the request has been granted or denied; and
* notify the relevant teacher/s of the details of any exemption granted.

For exemptions requested for more than three consecutive school days, the principal MUST:

* notify the parent and student if the request has been granted or denied; and
* include the timeframes if an exemption is granted;
* maintain a record of the exemption on SSS; and
* notify the relevant teacher/s of the details of any exemption granted.

Non-compliance with dress code or uniform

* Responses to non-compliance with the Policy should not interfere with student learning, unless necessary for student safety.
* Students should not be penalised for circumstances beyond control of them and/or their parent/carer (i.e. lack of availability of a uniform item).
* See the *Respectful Student Behaviour Policy and Process* for further information on how to manage non-compliance with the Policy.

## Associated documents and materials

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| Documents and materials | Purpose |
| [*Secretary’s Instruction No 6 for State School Student Dress Code*](https://documentcentre.education.tas.gov.au/Documents/State-School-Student-Dress-Code-Secretarys-Instruction-No-6.pdf) | To set out the matters that a principal is to take into account in developing a dress code for the students at their school. |
| [*Sun Protection Policy*](https://documentcentre.education.tas.gov.au/Documents/Sun-Protection-Policy.pdf#search=sun%20smart) | Outlines the requirements for a Sun Protection Policy to ensure the safety of staff, students and children in relation to exposure to the sun. |
| Respectful Student Behaviour Policy and Process | When addressing non-compliance with the student dress code or uniform, a principal should refer to their *Respectful Student Behaviour Policy and Process*. |
| Checklist for School Student Dress Code and Uniform | The Checklist can be used to ensure a dress code or uniform policy is compliant with the legislation and Secretary’s Instruction. |

## Definitions

**DRESS CODE** means a set of requirements for how students should present themselves when attending or representing their school. As well as specifying clothing, a dress code may include personal presentation and appearance. There is no requirement for a school to have a dress code; however if a school has a dress code:

* For students in Prep to Year 10 it includes the wearing of a uniform.
* For students in Kindergarten, and Years 11 and 12 it may include a standard of dress and/or a uniform.

**UNIFORM** means a distinct set of clothing worn by members of the same organisation, and may include a school emblem and colour scheme. A uniform is required for students in Prep to Year 10.

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| Authorised by: | Trudy Pearce |
| Position of authorising person: | Deputy Secretary Learning |
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| Principal authorisation: | Carolyn Brown |
| Date authorised: | 7 May 2018 |
| Developed by: | Strategic Policy and Planning |
| Date of last review: | 3rd February 2020 |
| Date of next review: | February 2021 |
| This document replaces: | This document replaces the dress code and policy developed by the school parents and friends/association in 2003 |