

# DRESS CODE & UNIFORM POLICY

Andrews Creek Primary School



Andrews  
Creek  
PRIMARY SCHOOL  
*Learn Inspire Shine*

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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 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 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.
- May develop 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](#) 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 **Everyday Uniform** consists of the following items available from the school store:

- Full-length **navy** pants or shorts, (no active/sports wear)
- School teal polo shirt – long or short sleeve version,
- School dress, skirt or winter skirt,
- School rugby jumper or softshell Jacket,

The **footwear** to accompany the Everyday Uniform must be enclosed shoes (all black) and socks (navy or black).

## Requirements

### Uniform Requirements

If you need support with your child's uniform you can talk to your child's teacher or principal to discuss your family's eligibility for support or assistance in the purchase of school uniforms.

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 through the front office, for more information.

### Sun smart policy

Please refer to the Andrews Creek Primary Sun Smart Policy.

### School-specific safety requirements

Where it is required, students must use or wear appropriate safety equipment (i.e. work boots, aprons or safety glasses).

## Dress code

The following requirements apply in relation to:

- Jewellery - only sleepers or studs, no necklaces, no rings, no bracelets (other than for medical purposes).
- Make-up – non. (This includes no nail polish).
- Footwear – enclosed/closed shoes (black only).
- Personal presentation/appearance – visible undergarments need to be navy.
- Hair accessories – in school colours.

- Rain coats/jacket – worn outside only navy in colour.
- Scarves and gloves/mittens –plain navy with no large emblems.
- Beanie - School beanie available (no other beanie may be worn).

## 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 (i.e. swimming, surfing, farming/ agriculture) or where uniform would not be visible due to protective or specialised clothing (i.e. automotive, trades or chemistry).

## Requesting an exemption

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

- speak to your child's teacher,
- list any requirements that are of concern; and
- nominate the requested length of exemption from the requirements.

For exemptions requested for five 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 five consecutive school days, the principal **MUST**:

- respond in writing to 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 in the student's file; 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.
- If a student is wearing a non-uniform item, they will be required to change into full school uniform. Before leaving school at the end of the day the student will change back into the clothes they wore to school, returning borrowed items to the school office. The parent/carer of children that are lent uniform items for day use will be notified.
- Students who refuse to change into full school uniform will spend their playtime in a restricted area away from the remainder of the student community.

## Associated documents and materials

| Documents and materials  | Purpose   |
|--|---|
| <u><i>Secretary's Instruction No 6 for State School Student Dress Code</i></u> | To set out the matters that a principal is to take into account in developing a dress code for the students at their school.                                      |
| <u><i>Sun Protection Policy</i></u>  | 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 <i>Respectful Student Behaviour Policy and Process</i> . |
| 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.

|                                 |                                      |
|---------------------------------|--------------------------------------|
| Authorised by:                  | Nathan Rockliff & School Association |
| Position of authorising person: | Principal                            |
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