



THE NORTON KNATCHBULL SCHOOL

Uniform Policy **Year 7-11**

Reviewed by	Head Teacher
Approved by FGB	28 th September 2021
Date of Review	September 2023

1. Rationale

It is important that the image projected by the Norton Knatchbull School via the standard of dress of its students reflect the high expectations of the school. The school understands and values the public's perception of our school and the important effect that a positive reputation of a school can have on its students' lives.

Sixth form students need to be mindful that although there is a difference in circumstances, younger students take their lead from the older students and that they are regarded as role models and consistent standards of professional attire help set a purposeful and business-like manner.

2. Purpose

The purposes of this policy is to:

- present a hardworking and positive image of the school through its student body
- avoid unintentional injury to staff or students
- avoid giving offence to people of different cultures or beliefs
- present positive role models for the younger students (via the sixth form dress code)
- ensure that student dress is such that it inspires the confidence of parents and the wider community
- contribute to high standards of health and safety
- clearly communicate the expectations for uniform and the sixth form dress code to all students, staff and parents
- Clearly communicate sanctions that will be used if these expectations are not met.

3. Implementation (Roles and Responsibilities)

Parents

Parents are required to ensure all students have the correct uniform, or in the case of sixth form students, appropriate clothing, and are fully equipped. It is understood that school uniform/clothing is expensive and the School's PTA sell second hand uniform to help with this (please check the website for details). Parents can also help by ensuring that the students' names are clearly labelled in all uniform so that if lost items can be returned. Parents should take particular care when buying shoes, trousers and jumpers as specific types of these items are not allowed – see below.

All students

All students are expected to dress in a smart and business-like manner, either via their school uniform (Years 7-11) or via their own clothes (sixth form). Students should look clean, tidy and well-groomed and should have a good standard of personal hygiene. Clothes should be in a good state of repair and free from obvious dirt and stains. Generally, student appearance should reflect the professional environment in which we work and maintain high standards of modesty, style and taste. Clothes should be worn conventionally. If students are temporarily unable to conform to the uniform or dress code expectations they should bring in a signed and dated letter from their parent/guardian stating the reason. The letter should be shown to the appropriate Student Support Manager who will countersign the letter if the reason is considered acceptable.

At times, when there is a charity event on, or it is a period of time associated with charitable activity, such as the build up to Remembrance Day, it is acceptable, indeed encouraged, for students to wear lapel badges (such as poppies) or charity wrist bands. At other times such items should not be worn.

Years 7 – 11

School uniform is compulsory and must be worn at all times, including when travelling to and from school and whilst attending school functions. School uniform should also be worn for all school trips unless the students and parents are informed otherwise. All items of uniform should be clearly named. The Norton Knatchbull School uniform is fully itemised on the next page.

Uniform/Equipment Card (for Years 7 – 11)

All students are issued with a Uniform/Equipment Card at the beginning of every term. They should carry this with them in their blazer pocket all day, every day. If the uniform is not being worn correctly (in form time, lessons, corridors) staff will sign, date and write the infringement on the card. The uniform/equipment card infringements that can be signed against are listed as follows for Years 7 – 11:

1. Blazer to be worn.
2. Top button done up and covered by tie.
3. Shirt to be tucked in.
4. Tie to show 4 complete stripes of each colour.
5. Plain dark grey or black trousers.
6. Black shoes (not trainers).
7. No jewellery.
8. No earphones or mobile phones visible.
9. Correct PE kit when appropriate.
10. Fully equipped for lessons.

Correct uniform must be worn travelling to and from school

At lunchtime students may remove blazers (with card in the pocket) and lock them in their lockers. Trainers may be worn for playing football. When afternoon lessons start at 2.30 p.m. all students must be in correct uniform. Coats should be taken off before morning registration once students are in their form rooms. Coats may be worn at lunchtime if individuals wish to go outside.

Years 7 – 11 School Uniform

Aspect	Compulsory Uniform	Not permitted
Jacket	Dark blue blazer with the School Badge	
Trousers	Plain dark grey or black tailored style trousers	Trousers made from denim, corduroy or lycra. Trousers that have a very tight fit Trousers that by design look like jeans
Shirt	White with collar	
Socks	Black, grey or dark blue	Socks in vivid colours or white
Outer garments	Coats, hats, gloves and scarves of a conservative nature that are in keeping with the smart and business-like nature of the school uniform when weather deems this necessary	Hoodies Jackets made from denim or leather Clothing with garish or offensive slogans Baseball caps Other unconventional wear
School bag	All students must have a bag that is big enough to carry around all required equipment. The bag should be of a conservative nature and in keeping with the smart and business-like nature of the school uniform. A separate bag is recommended for carrying PE/Games kit	Bags with garish or offensive slogans
Jumper or cardigan	Plain dark grey or black V-neck jumpers or cardigan. Students can only wear a jumper/cardigan if they are also wearing their blazer.	Patterned jumpers Round neck jumpers Sweatshirts or hoodies Any logos
Shoes	Black leather and of conventional design	Trainers, or shoes that by design look like trainers Heavy boots
Jewellery /badges		No jewellery or badges are permitted at all, with the exception of watches and charity lapel badges/wrist bands at restricted and appropriate times.
Tie	School tie or school colours tie	Sporting or other club ties
Hair	Well-kept and tidy Long hair should be tied back	Extreme haircuts (for example, 'Number 1' shaved hair, hair cut into shapes likely to draw attention, hair dyed unnatural colours)
Beards/ Moustaches	Boys who need to do so should shave	Beards and moustaches

Equipment	All students should carry:		
	<ul style="list-style-type: none"> • Pen • Ruler • Protractor • Colouring pencils • Eraser • Calculator • Pencil 		<ul style="list-style-type: none"> • Calculator • A pair of compasses • Pencil Sharpener • Reading book • Uniform Card
	<ul style="list-style-type: none"> • Any exercise books, text books and further equipment required for their specific lessons 		
Games Kit	Dark blue reversible games shirt Dark blue football shorts Dark blue football/rugby socks Football boots Shin pads Gum shield for Hockey/Rugby		
PE Kit	White sports shirt (tennis style) White PE shorts White PE socks Training shoes		

If the member of staff signs the fifth signature on the card, they will hand it into Student Reception. The student should collect a new card from Student Reception. If a student ever refuses to give his card or has no card student reception must be informed by the member of staff as soon as possible. The sanction for five infringements on the card or not having or giving over a card will be an L2 detention. All 'first issue' uniform cards that are devoid of any staff signatures at the end of each term are entered into a prize draw.

Non-Uniform Days and School trips

On non-uniform days or when students are on school trips where normal school dress is not required, students should remember that they are still 'on display' and acting as role models and ambassadors for the school. On such occasions the dress code above relaxes, but students should still be fully and appropriately equipped for their day and there are some restrictions that still continue to apply:

- Visible body piercings (other than earrings and a discrete nose stud) and tattoos (must be covered)
- Clothing that exposes cleavage, midriff, the lower back or underwear
- Clothing that is tight enough to expose the outline of underwear
- Skirts/dresses that are shorter than just above the knee
- Tops/dresses with spaghetti straps, or straps that are less than two inches, unless covered by a jacket or a top
- Clothes that bear inappropriate/offensive slogans or 'feature' designs
- Hijabs worn for religious purposes must not cover the face.

All staff

All staff are expected to be vigilant with respect to standards of dress and, where appropriate, to apply Uniform/Equipment Card procedures. If a Sixth Form student's dress is deemed inappropriate then the member of staff should send the student to the Head of Sixth Form or Pastoral Support Manager for the Sixth Form, who can authorise sending them home to change.

Form Tutors

Form Tutors are expected to check that the students are dressed appropriately first thing in the morning. Students' uniform should be addressed during form time and no student should leave the Form Tutor without appropriate measures being followed to address uniform issues. In cases where the uniform regulations or dress code is not adhered to staff should follow the procedures outlined above.

Teachers

Teachers should ensure that students are appropriately dressed in their lessons. Teachers may give permission for students to remove blazers in their classrooms during the lesson if appropriate, but students should be reminded to put them back on again when leaving the room. In cases where the uniform regulations or dress code is not adhered to staff should follow the procedures outlined above.

Student Receptionist

When a student reports to the Student Receptionist requesting a new uniform card, or if a full uniform card is passed to him/her, a new uniform card is issued and the reason for the new uniform card is recorded. A complete uniform card should be recorded on SIMS for action by the relevant Student Support Manager.

Student Support Managers

Student Support Managers remind students about the importance of uniform/smart dress and the standard expected regularly via assemblies. SSMs will also deal with regular offenders, and complete uniform cards. If a student has worn something that is contentious, or has a hair-cut that is particularly extreme, SSMs may need to refer the situation to SLT

SLT

Members of SLT have the final say about whether something is/isn't acceptable when there is a dispute. In extreme cases, if a member of SLT feels it is inappropriate for a student to be in 'circulation' with other students due to their clothing or hair-cut, they may recommend a student spends the day in isolation.