THE NORTON KNATCHBULL SCHOOL

Things done well make the best memories

SIR NORTON KNATCHBULL – 1637

Uniform Policy

Years 7-11

Reviewed by	Mr R. Hoyte Assistant Headteacher
EIA*	Richard Hoyte 18th January 2023
Delegated authority	Education Committee
Approved by the Education Committee	22nd September 2026
Date of Review	July 2028
Publication/Circulation	Published on school website, circulated to all staff, parents and pupils

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.

The School is committed to making suitable provision for any student who wants to make a thoughtful and considered choice about the clothes worn at School in relation to their gender identity. This choice should be made with parental consent and include discussion with the relevant Head of Year.

2. **Purpose**

The purpose of this policy is to:

- present a hardworking and positive image of the school through its student body
- avoid giving offence to people of different cultures or beliefs
- 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 and avoid unintentional injury to staff or students
- clearly communicate the expectations for Year 7-11 uniform 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 and are fully equipped.
It is understood that school uniform/clothing is expensive, and the school has a stock of second hand uniform to help with this (please contact the relevant Student Support Manager). 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 in Years 7 - 11

All students are expected to dress in a smart and formal manner. 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.

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:

- Blazer to be worn
- Tie correctly worn[a]
- Shirt to be tucked in
- No hoodies/round necked jumpers
- Plain dark grey or black trousers, shorts[b] or skirt[c]
- Plain dark grey or black v neck jumper
- Black, grey or dark blue socks
- Plain black shoes (not boots or trainers or shoes that look like trainers)
- No jewellery
- No earphones or mobile phone visible[c]

a/ Tie covers top button and is worn down to the abdomen
b/ Smart tailored grey or black shorts only (Term 6 only)
c/ Smart grey or black pleated skirt of knee length
d/ Allowed at break and lunchtime, but not in corridors or in lesson unless permitted by staff

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, all students must be in correct uniform.
No coats are to be worn inside the school buildings.

If the member of staff signs the fifth signature on the card, they will hand it to their Student Support Manager and collect a new card. If a student ever refuses to give his card or has no card, the Student Support Manager 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.

<u>Years 7 – 11 School Uniform</u>

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
Shorts	Plain dark grey or black tailored style shorts. (In term 6 only, as part of Summer Uniform). Example of acceptable shorts shown below	Shorts made from denim, corduroy, fleece fabric or lycra. Shorts that have a very tight fit.
Skirts	Smart grey or black pleated skirt of knee length. The choice to wear a skirt should be made with parental consent and include discussion with the relevant Head of Year. Example of acceptable skirt shown below. When a skirt is worn, it should be accompanied by black, grey or dark blue socks or tights.	Skirts made from denim, corduroy, fleece fabric or lycra. Skirts that are shorter than knee length.
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
Footwear	Plain black shoes SEE BELOW FOR ADDITIONAL GUIDANCE	Boots, trainers (or shoes that look like trainers)
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	Hair cut into shapes likely to draw attention; hair dyed unnatural colours.
Equipment	All students should carry: • Pen • Ruler • Protractor • Colouring pencils • Eraser • Calculator • Pencil • Calculator • A pair of compasses • Pencil Sharpener • Reading book • Uniform Card • Green pen • 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 for Football/Hockey Gum shield for Hockey/Rugby	
PE Kit	White sports shirt (tennis style) White PE shorts White PE socks Training shoes	

The Norton Knatchbull School – Acceptable footwear guidance

This guidance is intended to help parents choose the most appropriate footwear for their child(ren). It is not possible to provide an exhaustive list of all of the footwear that is or is not acceptable, but by comparing your footwear to the list below, you will get a better understanding of what we accept. If you remain in any doubt, please contact the school before making your purchase, as we understand the difficulties caused by purchasing the wrong item, particularly expensive items such as footwear.

Footwear should be plain black shoes. No boots, trainers (or shoes that look like trainers) are permitted.

Acceptable Shoes	Unacceptable shoes
	
	
	
	
	
Example of acceptable shorts	Example of acceptable skirt
	

All staff

All staff are expected to be vigilant with respect to standards of dress and, where appropriate, to apply Uniform/Equipment Card procedures.

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 Support Managers and Heads of Year
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. A complete uniform card should be recorded on Arbor by the Student Support Manager and an L2 detention set. 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.

4. Additional Information

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) must be covered
- Clothing that exposes midriff, the lower back or underwear
- Clothes that bear inappropriate/offensive slogans or 'feature' designs

Summer Uniform
In the summer, when temperatures can be consistently high; summer uniform will operate. This means that blazers do not have to be worn and shorts can be worn. However, if a student is not warm enough, it is their blazer that should be worn. It cannot be replaced by other items such as hoodies, jumpers or coats. If particularly cold, a school jumper can still be worn under the blazer.

Summer uniform commences at the start of Term 6.
If it is particularly hot prior to term 6, Summer Uniform may commence early. This would be communicated to all staff, students and parents.

In the event of really extreme temperatures, the uniform may be relaxed even further, with the removal of ties and potentially students attending in PE kit. This would be announced, as and when needed.

Winter Uniform
Ordinarily, no coats are to be worn inside the school buildings. However, in the months of December, January and February the weather can get cold coats may be worn inside buildings but should be removed on entering classrooms. In the event of extreme temperatures at other times, a specific announcement would be made as needed.

Exceptions

- Exceptions to the uniform policy may be granted for reasons of religious observance. This would only be permitted following discussions between parents and the relevant Head of Year.
- Exceptions to the uniform policy may be granted to support any student with a disability or condition. This would be following discussions between parents and the relevant Head of Year and SENCO.

NKS Equality impact assessment

**The purpose of an Equality Impact Assessment (EIA) is to ensure that policies, functions, plans or decisions do not create unnecessary barriers for people protected under the Equality Act 2010. Where negative impacts are identified these should be eliminated or minimised, and opportunities for positive impact should be maximised.*

THIS POLICY WILL AFFECT
• Pupils • Parents

EIA completed by:	Richard Hoyte
Contributors to EIA:	None
Date completed:	18th January 2023

Impact analysis

GROUP	POSITIVE IMPACT	NEUTRAL IMPACT	NEGATIVE IMPACT	WHY WILL THE POLICY HAVE THIS EFFECT?
Sex	✓			Although the school is single sex in Years 7-11, it is stated in the Rationale of the policy that: 'The School is committed to making suitable provision for any student who wants to make a thoughtful and considered choice about the clothes worn at School in relation to their gender identity'.

Race		✓		By its nature 'Uniform' means the same for everyone – there is no discrimination.
Religion or belief	✓			The policy accommodates different religions and beliefs. It states: 'Exceptions to the uniform policy may be granted for reasons of religious observance'.
Sexual orientation		✓		By its nature 'Uniform' means the same for everyone – there is no discrimination.
Gender reassignment	✓			Although the school is single sex in Years 7-11, it is stated in the Rationale of the policy that: 'The School is committed to making suitable provision for any student who wants to make a thoughtful and considered choice about the clothes worn at School in relation to their gender identity'.
Pregnancy or maternity		✓		Not relevant to Year 7 – 11 boys.
Age		✓		By its nature 'Uniform' means the same for everyone – there is no discrimination.
Disability	✓			Uniform exceptions based on disabilities will be accommodated where necessary.
Marriage or civil partnership		✓		Not relevant to Year 7 – 11 boys.
Families where there is financial hardship	✓			Our uniform has very few branded items. This is a conscious decision to keep costs low. The school keeps a supply of good quality second hand uniform to help low-income families. In hardship cases, uniform will be purchased for individuals.

INTERSECTIONAL IMPACT

Outcomes

CONSULTATION AND STAKEHOLDER ENGAGEMENT
The School Council and Parent Voice have both been consulted in the development of this policy.
FINAL DECISION ON POLICY
No changes to the policy required as a result of the EIA.

Monitoring arrangements

MONITORING ARRANGEMENTS
Uniform is monitored on a daily basis by form tutors. Students all have a Uniform Card and infringements are recorded on Arbor.