



Uniform Policy

Document control table			
Document title:		Uniform Policy (student)	
Author (name & job title):		Katy Bradford, Chief Operating Officer	
Version number:		V4	
Date approved:		September 2023	
Approved by:		Executive Board	
Date of review:		As required	
Document History			
Version	Date	Change by	Note of revisions
2	19.10.22	J.Slater - CEO Secondaries	Addition of optional skort for PE / dance.
3	13.12.22	K Bradford - COO	Removal of logo from skirts and trousers.
4	19.06.23	C Ackroyd	Amendment to non logo option.

Introduction and Background

In developing our uniform policy we have taken full account of the Education (Guidance about Costs of School Uniform) Act 2021 and the Department for Education's non-statutory guidance on school uniform.

Key points of this legislation and guidance are:

1. Parents should not have to think about the cost of a school's uniform when choosing which school to apply for. Therefore, schools need to ensure that their uniforms are affordable.

Since our Trust was established in 2009, we have provided every child joining our schools in Year Reception (primary), Year 3 (Junior) and Year 7 (secondary) with a free uniform 'bundle' that contains every compulsory uniform item to ensure that the cost of uniform does not restrict the ability to attend one of our schools. Similarly, for any school that joins the Trust we provide a free uniform 'bundle' for every child, to ensure that parents are not out-of-pocket as a result of the school's change of governance. We are committed to continuing this provision. The free bundle consists of:

Primary

Cardigan or jumper

PE t-shirt

Cap

Book bag

Secondary

Blazer

Tie

2 shirts

Skirt, trousers or tunic

PE jersey

PE t-shirt

PE shorts

PE socks

2. In considering cost, schools will need to think about the total cost of school uniform, taking into account all items of uniform or clothing parents will need to provide while the child is at the school.

Cost of uniform is a priority for our schools, this is minimised through the provision of a free uniform 'bundle' and families can apply for financial support through our Hardship Fund

if needed. Regular tendering has ensured that the price of uniforms for families has not risen significantly, the most recent tender secured an average 6% reduction in price on all items.

3. Schools should keep the use of branded items to a minimum.

The requirement for branded items is kept under regular review. In recent years we took the decision to remove the need for a branded shirt at our secondary schools, which we know was welcomed. More recently, we have also removed the need for branded skirts and trousers. We believe it is important to minimise branded items, whilst maintaining the quality and consistency of uniform and to avoid the distraction that can be created by lengthy discussions about what does and does not meet the uniform standards.

4. A school's uniform policy should be published on the school's website and available for all parents, including prospective parents, and easy for parents to understand.

This requirement is met by this policy, which is available on our website.

5. Schools should ensure that their uniform supplier arrangements give highest priority to cost and value for money (including the quality and durability of the garment) for parents.

Securing value for money has been the key driver within the Trust's procurement of school uniforms; both quality of material (including durability and wearability) and cost were tested with suppliers during the procurement process.

6. Schools should tender their uniform contracts at least every 5 years. Exclusive single supplier contracts should be avoided unless regular tendering competitions are run where more than one supplier can compete for the contract and where best value for parents is secured.

Our uniform contract is currently with Trutex. They were appointed following an open tender competition in 2020. This tender process achieved an average 6% reduction in price across the uniform range.

7. Schools should ensure that second-hand uniform is available for parents to acquire. Information on second-hand uniform should be clear for parents of current and prospective pupils and published on the school's website.

Our schools run multiple different schemes to ensure that second-hand uniform is available, these include uniform being available directly from the school, schemes with local charities and also via Trutex Pre-Loved, which can be accessed at www.trutex.com and sign in with code: LEA00980SC.

Our Uniform Policy

It is important for the school and pupils that the way pupils present themselves is positive and acceptable and is in keeping with a disciplined and well-ordered establishment. It is expected that all pupils will come to school every day in a neat, clean uniform, giving the message that our pupils take pride in belonging to their school. The support of families is essential to this process.

A smart uniform improves discipline, self-esteem and self-respect. Uniform focuses attention upon learning and away from distractions.

So that all pupils have a sense of pride in their appearance, we ask that the uniform is worn appropriately and in its entirety as described above.

Pupils not adhering to the uniform code will be supported in ensuring they do not face discrimination because of this. Pupils arriving to school in incorrect uniform will be supported to rectify this by loaning items of uniform from the school. Parents will be informed that this has taken place so they can assist with ensuring the correct uniform is worn in future.

On occasions, where medical conditions are evidenced to the school, there can and will be reasonable adjustments made.

Hardship

Our Hardship Fund is a discretionary source of financial help available to all registered full-time school students. This Fund is available to help students/parents who have difficulties in paying for uniform, shoes or sports equipment. Please see the Hardship Policy ([link](#)) on the school website for details of how to apply for this funding.

Nail Polish

Nail polish and any type of false nails (including clear gels, acrylics, extensions, Shellac etc) are not allowed.

Jewellery and Make-Up

No jewellery is allowed except a wrist watch and a Medic Alert necklace or bracelet. Smart watches are not allowed in the school. If any student is thinking about having their ears pierced, or any other piercing, this should be done at the start of the summer holiday, as no student will be allowed to wear earrings or any other jewellery at any time.

Noticeable make-up is not allowed, any make-up must be discreet. The decision as to what qualifies as discreet rests with the Principal and Executive Principal of the individual school. False eyelashes are not to be worn and henna is not allowed.

Hair

Hairstyles and colour should be sensible and not cause distraction.

Please check with your child's Learning Manager before considering any dramatic changes to style or colour. No offensive patterns should be shaved into hairstyles. No scarves or bandanas are allowed (unless for religious reasons). Hair accessories can only be worn in the hair and must be black or school purple.

Religious Dress

We recognise that some students may wish to wear distinctive garments for religious reasons. However, the school reserves the right to determine the religious garments and symbols that will be allowed after consultation with the representatives of parents/carers and local leaders of the relevant religious groups. No dress will be allowed that covers any part of the face from forehead to chin in the interests of safety. It is vital that the school staff have full visibility of students' faces and can recognise at all times who is in school. Should parents/carers require their child to wear a specifically religious garment or symbol, they should contact the School who, after consultation, will contact the parent/carer with a decision.

Current guidelines permit the following:

- Religious head covering may be worn but must be plain, as well as of an agreed colour to be fixed upon by the School. In most cases, the standard colour would include black, purple or white, although exceptions may be made in consultation with the school. In addition, clips and pins to hold the covering in place should be plain and undecorated.

Religious symbols

The wearing of unobtrusive religious symbols will normally be allowed as a waiver to the policy on jewellery, provided that:

- the item is an extremely important mark of faith.
- by wearing it, no pressure is brought on other pupils.
- it generally is not seen, because it is under other clothing.
- there is no health & safety risk.

- Permission for a waiver has been obtained in advance of it being worn, from the Principal, and permission granted in writing.

Equal Opportunities

In determining and implementing the uniform policy Academies will take account of our Equality & Diversity Policy ([link](#)) and the needs of individual students.

Primary Uniform

The primary school uniform consists of the below, and must not be altered in a way that changes the style of the item.

- Purple sweatshirt or cardigan, with school logo
- White polo shirt
- Grey skirt, trousers or school shorts
- Grey socks or tights
- Black shoes

Shoe Policy

Only plain black shoes are allowed to be worn with the uniform. The shoes should be free from embellishments and decorations. No trainer-like shoes, boots, pumps or canvas shoes (including 'Vans') will be allowed. Heels should be no higher than 2.5cm/1 inch.



If students are not wearing the correct footwear they will be expected to borrow a pair of shoes from SID/Student Reception/Learning Manager - the shoes will be treated with a hygienic spray before each use.

Hair

Hair accessories should be kept to a minimum and should be small and simple.

Summer Uniform

The summer uniform consists of purple dress or grey shorts, white socks, and black shoes, and may be worn after the Easter holidays until October half term.

PE Kit

The children are required to wear:

- White t-shirt
- Black shorts
- Black socks

Secondary Uniform

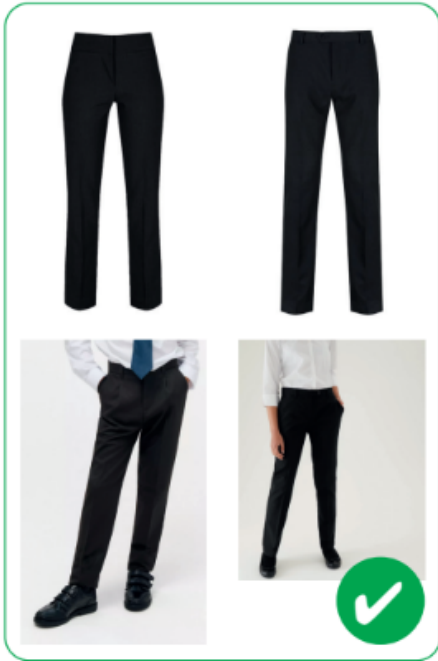
As part of the Outwood Family, the uniform consists of the items below, and must not be altered in a way that changes the style of the item.

Required Uniform

- School or plain white, long or short sleeved, shirt with a stiff collar
- School or tailored trousers, skirt or tunic dress - black (see below)
- Outwood clip-on tie
- Outwood jacket - black, with school logo
- Plain black socks (with trousers only) or 40 denier plain black tights (with skirts)
- Plain black shoes - no trainers, boots, pumps or canvas shoes will be allowed (see Shoe Policy above)

Trousers

- must be plain black and in a tailored formal style;
- must not be cropped, tight/skinny fit, made of stretch or patterned fabric. They should not have decorative buttons, buckles or fashion belts;
- jeans, flares, cargo or bootlegged trousers, tracksuit bottoms, jeggings or leggings are not acceptable.



Skirts

- must be a plain black 2 inch box pleat skirt;
- must be a minimum of 18 inches in length;
- other styles and fit of skirt, including tight-fitting, tube skirts are **not acceptable**;
- must **not** be made of jersey, stretch or patterned fabric;
- must be worn with a minimum of plain black 40 denier tights.



Optional Uniform

- Plain black V neck or school V neck jumper - sleeves need to be full length.

Shirts, Jumpers and Jackets

- Jackets must be worn with the sleeves down
- Sleeves on shirts, jumpers or jackets must not be rolled up at any time
- Shirts must be tucked in
- Only badges agreed by the school may be worn on jackets. Other badges, e.g. charity badges, must only be on outdoor coats or bags
- Consequences can/will be issued for any uniform misdemeanour

Ties

Ties must not be defaced with writing or by pulling threads. Pupils will be asked to buy a new tie if they are damaged in this way.

Shoe Policy

Only plain black shoes are allowed to be worn with the uniform. The shoes should be free from embellishments and decorations. No trainer-like shoes, boots, pumps or canvas shoes (including 'Vans') will be allowed. Heels should be no higher than 2.5cm/1 inch.



If students are not wearing the correct footwear they will be expected to borrow a pair of shoes from SID/Student Reception/Learning Manager - the shoes will be treated with a hygienic spray before each use.

Outdoor coats

Outdoor coats should be fit for purpose and have no large logos. Please note that hoodies, fur, denim and studded leather jackets are not allowed. We also recommend that children who walk, scoot or cycle to school wear an item with high visibility, particularly in the darker winter months.

Bags

Students require a school bag which is large enough to fit a school planner and A4 workbooks.

PE Uniform

Required PE Uniform

- School Purple polo top
- Purple/black school games top
- Black plain shorts/skort
- Plain black knee length games socks
- Trainers - Non-marking sole with a good grip and with laces/velcro, providing support to ankle & foot

Please note that pumps do not provide adequate support for the foot or ankle.

We strongly recommend:

- Gum shield - for rugby/hockey
- Shin pads - for football/hockey

Optional PE Uniform

- Football boots
- Plain black tracksuit (no logos) or midlayer top
- School tracksuit bottoms or plain black tracksuit bottoms
- 3/4 zip fleece
- Black leggings which can be worn under PE shorts
- Black plain skort
- Plain white long sleeved t-shirt may be worn in place of the school purple polo top in warmer weather or for religious or health reasons

Drama

Where students change for Drama:

- School tracksuit bottoms or plain black tracksuit bottoms/leggings

- Purple school polo top

Dance

Where students change for Dance:

- Plain black leggings
- School tracksuit bottoms or plain black tracksuit bottoms
- Purple school polo top

Tights

Tights must be plain black, opaque (not patterned) and a minimum of 40 denier. Nothing else should be worn on top or under the tights such as additional socks.

Music

We strongly advise that students use a hard case to transport their musical instrument to and from the school to offer the best possible protection for the instrument. The case must be clearly labelled with the student's name. It is the student who is responsible for ensuring their instrument is stored safely. The school will not be responsible for damage caused due to improper storage or unsuitable protection.

Other Equipment

All students will need a pen, pencil, ruler and rubber. A scientific calculator; we recommend Casio FX-85, a pair of compasses, a protractor and a dictionary would also be useful.

Ordering Uniform

The items of the uniform which have the Outwood logo on, must be ordered from Trutex or locally approved stockists. You can visit their website [here](#). Simply click on the 'register' button and enter our unique code which can be found on the relevant school website.

Trutex Pre-Loved is available at www.trutex.com and sign in with code: LEA00980SC.