



CARNFORTH SCHOOL

UNIFORM POLICY

APPROVED BY:	Headteacher and CEO	DATE: 03/10/2022
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BY:		

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Statement of intent

Carnforth School believes that a consistent school uniform policy is vital to promote the ethos of the school and provide a sense of belonging and identity for all pupils, regardless of their protected characteristics or socio-economic circumstances.

This policy lays out the measures the school has taken to ensure a consistent, fair and inclusive uniform policy, and to implement a uniform that reflects the needs of all pupils, and is affordable and the best value for money for the school and pupils' families.

We believe that pupils learn most effectively and achieve their best outcomes when they are comfortable, able to be themselves, and dressed in such a way that sets an appropriate tone for education.

Legal framework

This policy has due regard to all relevant legislation including, but not limited to, the following:

- Education and Inspections Act 2006
- Education Act 2011
- Human Rights Act 1998
- Equality Act 2010
- The UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Education (Guidance about Costs of School Uniforms) Act 2021

This policy has due regard to all relevant guidance including, but not limited to, the following:

- DfE (2021) 'Cost of school uniforms'
- DfE (2021) 'School Admissions Code'
- DfE (2021) 'School uniforms'

This policy operates in conjunction with the following school policies:

- Complaints Procedures Policy
- Behaviour Policy
- Tendering and Procurement Policy

Roles and responsibilities

The governing body is responsible for:

- Establishing, in consultation with the headteacher and school community, a practical and smart school uniform that accurately reflects the school's vision and values.
- Ensuring that the school's uniform is accessible and inclusive, and does not disadvantage any pupil by virtue of their protected characteristics or socio-economic status.
- Listening to the opinions and wishes of parents, pupils and the wider school community regarding changes to the school's uniform.
- Ensuring that the school's uniform is accessible and affordable.
- Demonstrating how best value for money has been achieved in the uniform policy.
- Ensuring compliance with the DfE's '[Cost of school uniforms](#)' guidance.
- Processing and approving all eligible School Uniform Assistance Application Forms.



The headteacher is responsible for:

- Enforcing the school's uniform on a day-to-day basis.
- Ensuring that teachers understand this policy and what to do if a pupil is in breach of the policy.
- Listening to the opinions and wishes of the school community in regard to the school's uniform and making appropriate recommendations to the governing body.
- Providing pupils with an exemption letter as appropriate, e.g. for a pupil who has a broken arm and requires a loose-fitting top.

Staff members are responsible for:

- Ensuring that pupils dress in accordance with this policy at all times.
- Disciplining pupils who are in breach of this policy.
- Ensuring that pupils understand why having a consistent and practical school uniform is important, e.g. school identity.

Parents are responsible for:

- Providing their children with the correct school uniform as detailed in this policy.
- Informing the headteacher if their child requires a more relaxed uniform policy for a period of time, including why.
- Ensuring that their child's uniform is clean, presentable and the correct size.

Pupils are responsible for:

- Wearing the correct uniform at all times, unless the headteacher has granted an exemption.
- Looking after their uniform as appropriate.
- Understanding and respecting why a school uniform is important to the school, e.g. school identity and community.

Cost principles

The school is committed to ensuring that its school uniform is affordable and accessible to all pupils, and does not place an unreasonable financial burden on parents.

In accordance with the 'School Admissions Policy', the headteacher will ensure that the school's uniform policy does not discourage parents from applying for a place for their child.

The school will assess the overall cost implications of its uniform policy regularly, including prior to making any changes to the school uniform. When evaluating whether costs are reasonable and proportionate, the school will take into account the opinions and situations of:

- Economically disadvantaged parents.
- Parents with multiple children who are, or will be in the future, pupils at the school.



- Parents of younger children, as they are likely to grow quickly and require new sets of uniform more frequently.
- Parents of pupils with protected characteristics that may impact their ability to access the uniform due to costs.
- LAC and PLAC.

The school will evaluate the cost of its uniform based on the overall collection of uniform items that parents would need to purchase for a pupil, rather than on the cost effectiveness of individual items; this will include consideration of the fact that parents will need to purchase multiples of certain items, e.g. shirts and socks, to ensure their child can come to school in clean uniform every day.

The school keeps variations in school uniform for different groups of pupils, e.g. year group-specific items or house colours, to a minimum where possible to ensure that pupils can get the most wear out of their uniform possible and that parents can pass some items down to younger siblings.

The school keeps branded uniform items to a minimal level that is reasonable for all members of the school community. The school defines a branded uniform item as any item of clothing that cannot be purchased at a range of retailers, including by virtue of logos, colours, design and fabrics. Where the school decides to require an item of branded clothing, it will conduct an assessment to ensure prices are kept as low as possible, e.g. by offering sew- or iron-on logo badges for jumpers that can be bought at retailers instead of requiring special branded jumpers.

The school is committed to meeting the DfE's recommendations on costs and value for money. Every care is taken to ensure that our uniforms are affordable for all current and prospective pupils, and that the best value for money is secured through reputable suppliers.

The school works with multiple suppliers to obtain the best value for money possible. Any savings negotiated are passed to parents where possible and does not enter into exclusive single supplier contracts or cash-back arrangements. More information on supplier processes can be found in the 'School uniform supplier' section of this policy.

The school will not amend uniform requirements regularly and will take the views of parents and pupils into account when considering any changes to school uniforms.

Equality principles

The school takes its legal obligation to avoid discriminating against any protected characteristic unlawfully very seriously, and aims to ensure that the uniform policy is as inclusive as possible so that all pupils are supported to access a school uniform which is comfortable, suitable for their needs, and reflects who they are.

The school will work to ensure that school uniform's cost does not disproportionately affect any pupils by ensuring that uniforms for all genders are as equal in price as possible and by adhering to the cost principles laid out in section 3.



The school will ensure that parents and pupils are consulted over any changes to school uniform, and that views and advice is sought specifically from pupils, and parents of pupils, who:

- Are transgender, including non-binary pupils.
- Have SEND and/or sensory needs.
- Are of a religious or cultural background that has dress requirements.

The school implements a gender-neutral uniform, meaning that pupils are not required to wear specific items based on their gender, and may wear any of the uniform items listed in the 'School uniform' section of this policy regardless of the legal sex recorded on the school's records. Transgender pupils are supported to access the uniform that best reflects their gender expression in line with the LGBTQ+ Policy.

The school ensures that pupils who are required to follow certain dress requirements, e.g. by virtue of their membership of a particular religious or cultural group, are afforded flexibility to allow them to wear a uniform that adheres to their requirements as far as possible. The school endeavours to meet all requests for amendments to the uniform for these purposes; however, will ensure that the needs and rights of individual pupils are weighed against any health and safety concerns for the entire school community.

Parents' concerns and requests regarding religious clothing are dealt with on a case-by-case basis by the headteacher and governing body, and always in accordance with the school's Complaints Procedures Policy.

The school ensures that the needs of pupils with SEND and/or sensory difficulties are considered in the uniform policy, e.g. ensuring soft, stretchy fabrics and avoiding intricate buttons or hard seams; however, where the needs of these pupils cannot be met in the standard uniform policy, individual adaptations to the uniform will be considered and permitted wherever possible.

Complaints and challenges

The school endeavours to resolve all uniform complaints and challenges locally and informally, in accordance with the school's Complaints Procedures Policy.

To make a complaint, parents should refer to the Complaints Procedures Policy and follow the stipulations outlined.

When a complaint is received, the school works with parents to arrive at a mutually acceptable outcome.

Governors are willing to consider reasonable requests for flexibility to allow a pupil to accommodate particular social and cultural circumstances.



School uniform supplier

Our current school uniform supplier is:

- **SWI Monkhouse School wear Specialist**
- **Building 6, Swift Court Drive, Altrincham , Cheshire**
- **Tel: 01614767216**
- **web@monkhouse.com**

The branded school uniform is directly brought through the school at cost price from the suppliers. Financial uniform assistance is available to parents as well as payment plans if required

The Black Pear Trust will ensure that a written contract is in place with the supplier for branded items.

The school will retender the uniform contract every **five years**, whether changes to the uniform are made or not, in line with the Tendering and Procurement Policy. The governing body will be able to demonstrate how uniform is procured at the best value for money. The headteacher will work to ensure that the items are procured as cheaply as possible without compromising on the quality, e.g. by requesting standard-style items from the supplier rather than more intricate and unique designs.

The school does not sign contracts with suppliers before requesting visualisations of proposed uniform, as well as fabric samples.

The school will order new uniform each **December**. Where the school is proposing to change suppliers, it will reach out to suppliers by **October** in the determination year.

Parents can also buy uniform from local supermarkets if items are unbranded.

Uniform assistance

The school supports vulnerable families in meeting the costs of uniforms. School uniform assistance is provided up to 30% of the cost, that can be spent on school clothing. The budget for the school uniform assistance scheme comes from **pupil premium funds**.

To claim school uniform assistance, parents are required to fill in a form, available from the school office. Eligibility is determined by checking original documents from the relevant authority, detailing receipt of the benefit and the address of the pupil.

Families who meet the criteria should complete the school assistance form and return it to the school office.

The school holds second-hand school uniforms in the **school office** for parents to access; access to these uniforms is available upon request made to the headteacher. Parents are invited to donate their child's uniform when they no longer need it.

Non-compliance



Staff members are permitted to discipline pupils for breaching this policy, in accordance with the school's Behaviour Policy.

The headteacher, or a person authorised by the headteacher, is permitted to ask a pupil to briefly go home to remedy breaches to the school's uniform.

When deciding whether to allow a pupil to return home, the school considers the pupil's age and vulnerability, the length of time it will take, and the availability of the pupil's parents.

Where a pupil has been sent home to rectify uniform breaches, the absence is recorded as 'authorised'.

If a pupil repeatedly breaches uniform rules, or takes longer than necessary to rectify the absence, the absence is counted as 'unauthorised'.

Parents will be notified in all cases.

School uniform

School colours

Our school colours are as follows:

- **Royal Blue and Grey**

Clothing

The school uniform is as follows:

Uniform
White school shirt
Grey school trousers Tartan school kilt or skirt purchased from school
School tie purchased from school <ul style="list-style-type: none">• Pre knotted elastic• Tie own knot tie
Dark grey socks or plain grey tights
Plain black sensible shoes (no trainers or pumps)



Regulation grey v neck jumper with a royal blue trim purchased from school
Plain black sensible shoes
Nursery pupils can wear: Royal Blue Nursery Crew Neck Sweatshirt or a Royal Blue Nursery Crew Neck from any retailer Grey trousers or skirt White polo shirt
Royal Blue coat with school logo can be ordered through school
PE kit
Royal Blue Crew Neck T Shirt with school logo purchased from school
Navy PE shorts purchased from school Sizes 18/20", 22/24", 26/28" Sizes 30/32", 34/36" or navy PE shorts purchased from any retailer
P.E Bag with school logo purchased from school
White sports socks
Trainers
Optional:
Book Bag (with logo) purchased from school



Navy joggers/training trousers

Pupils who are wearing skirts must also wear grey tights.

Trainers are not considered suitable footwear. High heels are not permitted; however, block heels of no more than **3**cm can be worn.

Skirts must be knee-length. Grey jeans are not permitted.

Parents who do not wish to buy the optional branded PE kit must acquire a PE kit meeting the following criteria:

- **Plain Royal Blue T-shirt with no branding or logos from professional sports teams**
- **Plain Blue shorts or tracksuit bottoms with no branding or logos from professional sports teams**
- **Suitable trainers**
- **Suitable sports footwear, e.g. football boots**

Parents are responsible for ensuring their child brings their PE kit to school when needed.

Jewellery

Permitted jewellery that may be worn is:

- **One pair of stud earrings – no other piercings are permitted.**
- **A smart and sensible wrist watch.**

Jewellery is the responsibility of the pupil and not the school. Lost or damaged items will not be refunded. All jewellery must be removed during practical lessons, including PE lessons and science experiments. If earrings cannot be removed, they must be covered and secured with suitable medical tape. Parents are responsible for providing suitable medical tape.

School bag

Pupils must use an appropriately sized waterproof bag to carry their books and equipment. It should hold A4-sized work books comfortably without causing any damage.

School bags featuring inappropriate images, slogans or phrases are not permitted.

The school encourages pupils to bring non-valuable bags to school. The school will not be liable for lost or damaged school bags.

Hairstyles

The school reserves the right to make a judgement on where pupils' hairstyles or hair colours are inappropriate for the school environment; however, will ensure that any such judgements do not discriminate against any pupil by virtue of their protected characteristics. Each



individual pupil's scenario will be taken into account where any judgements on appropriateness are to be made, and parents will always have the freedom to complain via the school's Complaints Procedures Policy.

Pupils with long hair must ensure that this does not impede their vision, cover their face or provide a health and safety risk. Long hair must be tied up during practical lessons, e.g. during PE.

The following hairstyles are not considered appropriate for school:

- Brightly-coloured, dyed hair.
- Shaved patterns into hair
- Headwear with bold patterns or colours.
- Excessive hair accessories.

Makeup

The school rules on makeup are as follows:

- Makeup is not permitted.
- False nails and nail extensions are not permitted.
- Temporary tattoos are not permitted.

Pupils wearing excessive makeup are required to remove it or, if appropriate, will be sent home to remove it.

Adverse weather

All pupils are required to wear weather-appropriate clothing that covers as much of their skin as possible during adverse weather.

For hot temperatures, this includes wearing:

- Loose-fitting and lightweight shirts and dresses with sleeves and collars or covered necklines.
- Over the knee skirts, shorts or trousers.
- Tops that cover the shoulder area.
- Sunglasses with UV protection when outside, where possible.

Pupils are advised not to wear any jumpers or blazers during heatwaves. If outside during break times, pupils not wearing sun-safe clothing are advised to stay in an area protected from the sun, or spare clothing is provided.

For cold temperatures, this includes wearing:

- Scarfs, gloves, coats and hats when they are outside.
- Warm jumpers that conform to the school's uniform policy.



- Trousers, or thick tights with skirts.

Labelling

All pupils' clothing and footwear is clearly labelled with their name.

Any lost clothing is be taken to the lost property box in the school office.

Monitoring and review

This policy is reviewed annually by the CEO and the headteacher.

The scheduled review date for this policy is 1st September 2023



Appendix A

APPLICATION FOR UNIFORM ASSISTANCE
Please complete the form in BLOCK CAPITALS

Parent or Guardian	Last Name	First Name	Date of birth	National Insurance Number									

Address	Telephone Number
	Mobile Number
Post code:	

Name of Pupil		Sex M/F	Date of Birth	Class	Year
Last Name	First Name				

Reason for application

Please continue on another sheet if necessary

THE OTHERSIDE OF THIS FORM GIVES DETAILS OF QUALIFYING BENEFITS AND HOW TO APPLY. BEFORE YOU APPLY PLEASE READ AND SIGN THE FOLLOWING UNDERTAKING.

I understand that The Black Pear Trust is under duty to protect the/any public funds it administers and to this end may use information I provide for the prevention and detection of fraud.

I authorise The Black Pear Trust School to seek confirmation to the validity of the information provided by me on this form from other central and/or local government bodies, as deemed appropriate by the Data Protection act 1998.

I confirm the information given on this form is correct and I will inform you immediately of any change in circumstance.

I understand that any false or misleading information given on this form or failing to disclose relevant information may make this application void and could render me liable for legal proceedings.

Signature

Date



You are eligible for the Event Assistance if you receive any benefits listed below:

Please indicate which are applicable

	Income Support
	Job Seekers Allowance – Income Based
	Employment and Support Allowance - Income Related
	Support under part V1 of the immigration and Asylum Act 1999
	Guarantee element of State Pension Credit.
	Child Tax Credit, provided you are not entitled to Working Tax Credit and have an annual income that does not exceed £16,190

On occasion assistance may be provide in exceptional/emergency situations. These will be considered on an individual basis. E.g. Sudden loss of earnings, bereavement. Please Specify:

HOW TO APPLY

Complete the boxes overleaf with your details and your

1. children's details.
2. Read and sign the certificate on the form.
Attach proof that you are entitled to Events assistance We
3. accept:

- A letter from Job centre Plus showing that you received income support or Job seeker's Allowance and dated within the last three months
- A copy of your TC602 renewal notice
- A copy of your 'Pension Credit M1000 Award Notice' showing that you are in receipt of the Guaranteed element pension credit
- A utility bill not more than three months old, showing your name and address .

4. Return this form to: **The school office.**

For Office Use

Approved / Not Approved

Amount of assistance: £

Date

