



**Marshall's Park  
Academy**



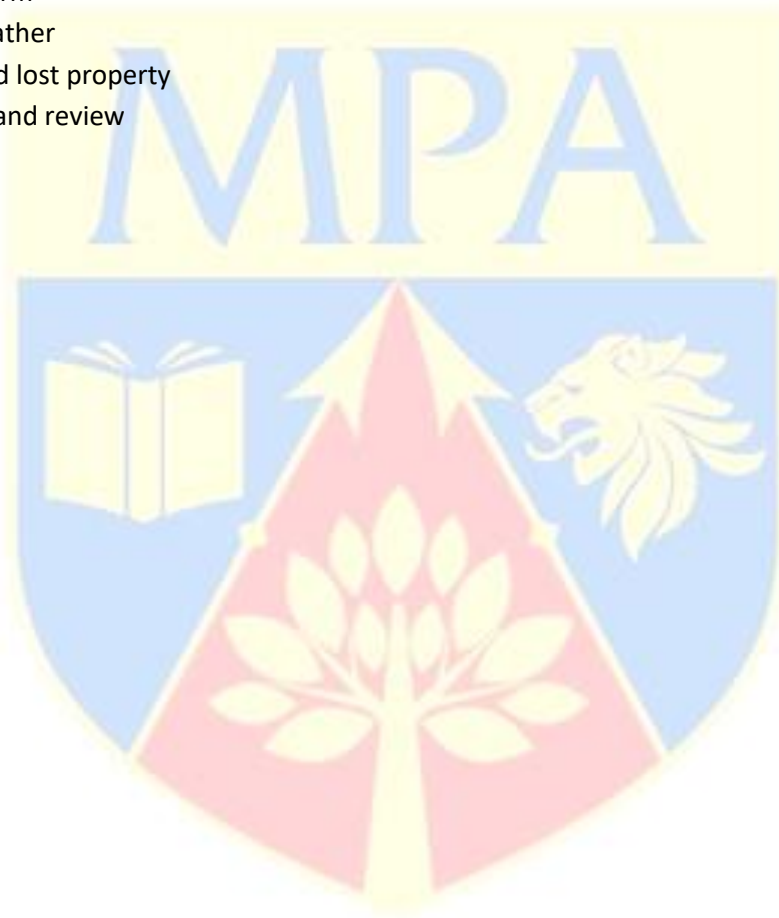
**SOUTH WEST ESSEX**  
COMMUNITY EDUCATION TRUST

Policy Name	<b>Uniform Policy</b>
Approved by	Neil Frost – Head Teacher
Date Approved	September 2023
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## Statement of intent

Marshall's Park Academy believes that a consistent school uniform policy is vital to promote the ethos of the school and provide a sense of belonging, community, resilience, structure and identity for all students, regardless of their protected characteristics or socio-economic circumstances.

For the purposes of this policy, **“uniform”** includes the following elements of students' appearance:

- Clothing, including the school uniform itself, variations of the school uniform such as PE kits, and other clothing worn at school, e.g., non-uniform.
- Hairstyles and headwear.
- Jewellery and other accessories.
- Cosmetics such as makeup and nail polish.

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 students, is affordable, and provides the best value for money for both the school and students' families.

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



## 1. Legal framework

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

- Human Rights Act 1998
- Education and Inspections Act 2006
- Equality Act 2010
- Education Act 2011
- The UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Education (Guidance about Costs of School Uniforms) Act 2021
- DfE (2021) 'Cost of school uniforms'
- DfE (2021) 'School Admissions Code'
- DfE (2021) 'School uniforms'
- Equality and Human Rights Commission (2022) 'Preventing hair discrimination in schools'

This policy operates in conjunction with the following school policies:

- Complaints Procedures Policy
- Behaviour Policy
- Student Equality, Equity, Diversity, and Inclusion Policy
- Tendering and Procurement Policy

## 2. Roles and responsibilities

The Trust board is responsible for:

- Establishing, in consultation with the Head Teacher 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, inclusive, and does not disadvantage any student because of their protected characteristics or socio-economic status.
- Listening to the opinions and wishes of parents, students, and the wider school community regarding changes to the school's uniform.
- Ensuring that the school's uniform is accessible and affordable.
- Demonstrating in this policy how best value for money has been achieved.
- Ensuring compliance with the DfE's '[Cost of school uniforms](#)' guidance.
- Processing and approving all eligible School Uniform Assistance Application Forms.

The Head Teacher is responsible for:

- Enforcing the school's uniform rules on a day-to-day basis.
- Ensuring that teachers understand this policy and what to do if a student is in breach of the policy.
- Listening to the opinions and wishes of the school community regarding the school's uniform and making appropriate recommendations to the Trust board.

- Providing students with an exemption letter as appropriate, e.g., for a student who has a broken arm and requires a loose-fitting shirt.

Staff are responsible for:

- Ensuring that students dress in accordance with this policy at all times.
- Where appropriate to their role, disciplining students who are in breach of this policy.
- Ensuring that students 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 Head Teacher if their child requires an exemption to the uniform rules for a period, with a reason why.
- Ensuring that their child's uniform is clean, presentable and the correct size.

Students are responsible for:

- Always wearing the correct uniform unless the Head Teacher 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.

### **3. Cost principles**

The school will ensure that its school uniform is affordable and accessible to all students and does not place an unreasonable financial burden on parents.

In accordance with the 'School Admissions Code', the Head Teacher will ensure that the school's uniform requirements do 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 consider the opinions and situations of:

- Economically disadvantaged parents.
- Parents with multiple children who are, or will be in the future, students at the school.
- Parents of younger children, as they are likely to grow quickly and require new sets of uniform more frequently.
- Parents of students with protected characteristics that may impact their ability to access the uniform.
- 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 student, 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 will keep variations in school uniform for different groups of students, e.g. year group-specific items, prefect ties to a minimum to ensure that students can get the most wear out of their uniform and that parents can pass some items down to younger siblings.

The school will keep 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, e.g., supermarkets, due to the item's logo, colour, design, fabric or other unique element. Where the school requires an item of branded clothing, it will assess how prices can be kept as low as possible and put measures in place to facilitate this. This may include:

- Ensuring branded items are longer-lasting and unlikely to be worn out quickly, e.g., ties.
- Making donated second-hand uniform available for purchase at a lower price.

The school will meet the DfE's requirements and recommendations on costs and value for money. Care will be taken to ensure that school uniform is affordable for all current and prospective students, and that the best value for money is secured through reputable suppliers.

The school will work with multiple suppliers to obtain the best value for money possible. Any savings negotiated will be passed to parents where possible. The school will not enter 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 make frequent changes to uniform requirements and will take the views of parents and students into account when considering any changes.

#### **4. Equality principles**

The school takes its legal obligation to avoid unlawfully discriminating against any protected characteristic very seriously. In line with this, the school will aim to ensure that its uniform policy is as inclusive as possible so that all students can access a school uniform which is comfortable, suitable for their needs, and reflects who they are, while avoiding any direct or indirect discrimination based on protected characteristics or socio-economic status.

The school will ensure that parents and students are consulted over any changes to school uniform, and that, where appropriate and with students' consent, views and advice are sought specifically from students, and parents of students, who:

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

To avoid disproportionately impacting students of a certain race, the school will ensure that its uniform policy does not constitute unlawful indirect discrimination through blanket rules. This includes:

- Not banning hairstyles related to a student's ethnic origin
- Not banning hairstyles worn because of cultural, family, and social customs
- Not banning head coverings related to a student's religious background



The school will follow the good practice guidance provided by the Equality and Human Rights Commission on '[Preventing hair discrimination in schools](#)'.

### **SEND and medical conditions.**

To avoid disproportionately impacting students with SEND or medical conditions, the school will ensure its uniform policy considers the needs of these students. This includes:

- Ensuring the school uniform uses soft, stretchy fabrics and avoids intricate buttons or hard seams.
- Allowing variations to the standard uniform for students whose medical conditions may impact how they dress, e.g., students with casts who require loose-fitting clothing or students with hair loss-related conditions who wish to wear head coverings.

Where the needs of these students cannot be met in the standard uniform policy, individual adaptations to the uniform will be considered and permitted wherever possible.

## **5. Complaints and challenges**

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

The school will refer individuals who wish to complain to the Complaints Procedures Policy and request that they follow the procedures outlined therein.

When a complaint is received, the school will work with the complainant to arrive at a mutually acceptable outcome.

## **6. School uniform supplier**

The school's current school uniform supplier is [Khalsa Schoolwear](#), Dagenham Store, Unit 1 Cromwell Centre, Selinas Lane, RM8 1QH. Contact number 02077293286.

The School's PE kit is available to be purchased from, [SchoolSports4U](#), Romford Shopping Hall, Unit 114, 43 Market Place, RM1 3AB.

The Trust board 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 Trust board will be able to demonstrate how uniform is procured at the best value for money. The Head Teacher 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 will not sign contracts with suppliers before requesting visualisations and samples of proposed uniform.

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.

## **7. Uniform assistance**

The school will hold second-hand school uniforms in the school office for parents to access; access to these uniforms will be made available upon request made to the Head Teacher.

Parents will be invited to donate their child’s uniform when they no longer need it.

## 8. Non-compliance

Staff will be permitted to discipline students for breaching this policy, where relevant to their role, in accordance with the school’s Behaviour Policy.

The Head Teacher, or a person authorised by the Head Teacher, will be permitted to ask a student to briefly go home to remedy breaches to the school’s uniform. When deciding whether to allow a student to return home, the member of staff will consider the student’s age and vulnerability, the length of time it will take, and the availability of the student’s parents. A parent will always be contacted before sending the student home – if contact with the student’s parent cannot be made, the student will remain in school, but may not be placed in their timetabled lessons.

Where a student has been sent home to rectify uniform breaches, the absence will be recorded as ‘authorised’. If a student repeatedly breaches uniform rules, or takes longer than necessary to rectify the absence, the absence will be recorded as ‘unauthorised’.

Parents will be notified of students’ breaches of school uniform in all cases.

## 9. School uniform

### Clothing

The school uniform is as follows:

Our designated school supplier is Premier Schoolwear [premierschoolwear.co.uk](http://premierschoolwear.co.uk) 01708377699  
Unit 7 Tonbridge Works, Harold Hill RM3 8TS

Item	Optional or required	Description and branding	How to acquire
Black School Blazer	Required	School badge (see below). Blazers must be worn at all times around the school building	Designated school supplier
School badge	Required	Either pre-embroidered/attached OR separate badge purchasable from school to be attached	Designated school supplier for pre-embroidered badge / School Resources Department
Black Trousers (Waisted)	Required	Must have side pockets, a waistband, be straight legged and loose. Trousers cannot be of a jean style or close fitting leggings/jeggings. Belt, if worn,	Available from regular retailers



		must be plain black with no decorative buckle.	
Black Skirt	Required	Knee length box pleated skirt. Students who are wearing skirts will also be required to wear black tights or black ankle socks	Available from regular retailers
Black Tights	Required if wearing a skirt	Black Opaque	Available from regular retailers
Black Ankle Socks	Required if wearing a skirt		Available from regular retailers
Black socks	Required if wearing trousers		Available from regular retailers
White Collared Shirt	Required	With a collar suited to wearing a school tie, fully fastened, and tucked in at all times.	Available from regular retailers
Tie	Required	School Logo. Tie must be worn with logo showing below the knot	School Resources Department
Plain black V neck Jumper	Optional	Tracksuit top, hooded top, sweatshirt or other similar casual wear is not permitted	Available from regular retailers
Black Shoes/Trainers	Required	Trainers should be plain black without any other designs. Lettering or logos. We strongly prefer shoes rather than trainers to uphold a smart appearance. Boots are not permitted	Available from regular retailers
Outdoor Coat	Optional	Dark coloured without logos or a heavy pattern. Coats are not to be worn in the building	Available from regular retailers
School Bags	Required	School bags featuring inappropriate images, slogans or phrases will not be permitted.	Available from regular retailers
PE/Dance kit – Red Sports Top	Required	School Logo	Designated school supplier
PE - Blue zip tracksuit top	Required	School Logo	Designated school supplier

PE/Dance Kit – Loose fitting navy Shorts/Black Sport Leggings	Required	No cycling shorts	Available from regular retailers
PE- Red Football/Hockey Socks	Required		Available from regular retailers
PE- White Sports Socks (Indoor activities)	Required		
PE – Sports Trainers	Required	Non-marking sole	Available from regular retailers
PE – Football boots	Recommended		Available from regular retailers
PE – Mouth Guard	Recommended		Available from regular retailers
PE – Shin Pads	Recommended		Available from regular retailers
PE – Volleyball knee pads	Recommended		Available from regular retailers
PE/Dance Kit – Plain Navy tracksuit bottoms	Optional	Small Logo only permitted e.g: Nike tick	Available from regular retailers

Students are responsible for ensuring they have their PE kit available on PE days.

### **Jewellery**

The school rules on jewellery are as follows:

- A wristwatch or smart watch may be worn. Smart watches will be treated as mobile phones about when and where they can be used.
- One small single stud earring may be worn in lower lobes. Any other piercings are not allowed.
- One single ring may be worn and will need to be removed for PE and practical subjects.
- One single necklace may be worn under uniform and should be removed for PE.
- One single discrete bracelet and or charity wristband may be worn and should be removed for PE.
- Earrings must be removed for PE. It is not acceptable to simply cover them. They will remain the responsibility of students and therefore we do not recommend that earrings are worn on PE days.

- Nose, facial and tongue piercings are not allowed.

Students will be advised that the permitted jewellery is their personal responsibility and not that of the school. Lost or damaged items will not be refunded. All jewellery must be removed during practical lessons as requested.

### **School Bags**

Students must use an appropriately sized waterproof bag to carry their books and equipment. It must hold A4-sized workbooks comfortably without causing any damage. It is recommended that students bring a separate bag to carry other specific items, for example PE/Dance kit, packed lunch, Food lesson ingredients etc.

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

The school will discourage students from bringing valuable bags to school. The school will not be liable for lost or damaged school bags.

### **Hairstyles and headwear**

The school reserves the right to make a judgement on whether a student's hairstyle, hair colour or headwear is inappropriate for the school environment; however, the school will ensure that any such judgements do not discriminate against any student by virtue of their protected characteristics. Each individual student's scenario will be considered 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.

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

The following hairstyles, hair colours and headwear are not considered appropriate for school:

- Hair should be of a 'natural' colour and should be without words, patterns, or emblems.
- Hair length must be of a grade 2 or above.
- Long hair should always be kept neat, tidy, and appropriately restrained for sport and practical activities alike. Any facial hair should be kept tidy and well maintained.
- A single hair accessory is allowed to be worn; it should be they should be small, plain, and discreet.
- Hats or head coverings are not to be worn at school unless for religious purposes, and they should be plain and dark navy or black.

### **Makeup and cosmetics**

The school rules on makeup and cosmetics are as follows:

- Nail varnish, false nails or nail decoration of any kind are not allowed.
- Students wearing excessive makeup (including some false eyelashes) will be required to remove it.

## **10. Adverse weather**

All students will be advised on appropriate measures in the case of extreme weather.

For hot temperatures, this may include includes wearing:

- Sunglasses with UV protection when outside. These must be removed when entering the building.

Students will be advised not to wear any jumpers or blazers during heatwaves. If outside during break times, students will also be advised to stay in shaded or covered areas protected from the sun

For cold temperatures, this includes wearing:

- Scarfs, gloves, coats, and hats when outside. These must be removed in the building
- School V neck jumpers.
- Trousers, or skirts with thick tights.

## 11. Labelling and lost property

Parents will be advised to ensure that all students' clothing and footwear is clearly labelled with their name and year group.

Any lost clothing will be taken to the lost property box in the [school office](#). All lost property will be retained for [one month](#) and will be disposed of if it is not collected within this time.

## 12. Monitoring and review

This policy will be reviewed annually by the Head Teacher. The next scheduled review date for this policy is [date](#).

Any changes to this policy will be communicated to all staff, students, parents, and other relevant stakeholders.

