



CLAYTON HALL
ACADEMY

Policy Title: Uniform –Clayton Hall Academy

| | |
|---|---------------------------------|
| Drafted by: | Ian Brailsford – Vice Principal |
| Date of approval by Trust Board/Local Governing Body: | September 2022 |
| Review Date: | September 2023 |
| Responsible for Day to Day Management: | Ian Brailsford – Vice Principal |
| Responsible for Review: | Ian Brailsford – Vice Principal |

UNITED ENDEAVOUR TRUST

EQUALITY CHECKED

This policy/procedure seeks to:

- Eliminate unlawful discrimination, harassment and victimisation
- Advance equality of opportunity between different groups
- Foster good relationships between groups
- Meet requirements under the Equality Duty
- Set Equality objectives which are specific and measurable



1. 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 procedures document
- LGBTQ+ Policy
- Tendering and Procurement Policy

2. Roles and responsibilities

The governing board is responsible for:

- Establishing, in consultation with the Principal and school community, a practical and smart school uniform that accurately reflects the school's vision and values.
- Ensuring that the Academy'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 community regarding changes to the school's uniform.
- Ensuring that the Academy'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 Senior Leadership Team are responsible for:

- Enforcing the Academy'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 Academy's uniform and making appropriate recommendations to the governing board.

- Ensuring pupils are provided 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 a member of SLT has granted an exemption.
- Looking after their uniform as appropriate.
- Understanding and respecting why a school uniform is important to the Academy, e.g. Academy identity and community.

3. Cost principles

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

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

The Academy 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 Academy 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 Academy.
- 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 Academy 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 Academy keeps variations in school uniform for different groups of pupils, e.g. specific items in 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 Academy 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.

The Academy 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 Academy works with more than one supplier 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 Academy will not amend uniform requirements regularly and will take the views of parents and pupils into account when considering any changes to uniforms.

4. Equality principles

The Academy 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 Academy will work to ensure that uniform costs do 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 Academy will ensure that parents and pupils are consulted over any changes to 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 Academy 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 Academy 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 Academy 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 Principal and governing board, and always in accordance with the school's Complaints Procedures Policy.

The Academy ensures that the needs of pupils with SEND and/or sensory difficulties are considered in the uniform policy. 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.

5. Complaints and challenges

The Academy endeavours to resolve all uniform complaints and challenges locally and informally, in accordance with the Academy'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 Academy 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.

6. School uniform supplier

Our current school uniform suppliers are:

Supplier One:

Smart School Uniform
9 The Barracks
Barracks Square
Newcastle
ST5 1LG
Telephone: 01782 713650

Supplier Two:

Clive Mark Schoolwear
25 High Street
Newcastle-Under-Lyme

ST5 1QZ

Telephone: 01782 621721

The governing board will ensure that a written contract is in place with the supplier for branded items.

The school will tender 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 board will be able to demonstrate how uniform is procured at the best value for money. The Principal 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 Academy does not sign contracts with suppliers before requesting visualisations of proposed uniform, as well as fabric samples.

Where the school is proposing to change suppliers, it will reach out to suppliers by October in the determination year.

7. Uniform assistance

For any families who are in receipt of Free School Meals and require support with the purchase of uniform, parents / carers are asked to make contact with the child's House Leader.

The school holds second-hand school uniforms on site for parents to access; access to these uniforms is available upon request, made to a member of the Senior Leadership Team. Parents are invited to donate their child's uniform when they no longer need it. Alternatively, Smart School Uniform (one of the Academy's suppliers, listed above) stocks pre-loved uniform.

8. Non-compliance

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

The Principal, or a person authorised by the Principal, 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 Academy 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.

9. School uniform

Clothing

The school uniform is as follows:

| Item | Optional or required | Branding | How to acquire |
|--|--|-------------------------------------|--|
| Maroon blazer with CLA logo | Required | Branded: School logo on the pocket. | Smart School Uniform Clive Mark Schoolwear |
| White shirt | Required | No branding | Available from school supplier, second hand from the Academy and available from regular retailers. |
| Tie | Required | Branded | Smart School Uniform Clive Mark Schoolwear |
| Black trousers | Required (if skirt not worn) | No branding | Available from school supplier, second hand from the Academy and available from regular retailers. |
| Black A-Line Skirt | Required (if trousers are not worn) | No branding | Available from school supplier, second hand from the Academy and available from regular retailers. |
| Plain grey V-neck jumper | Optional | No branding | Available from school supplier, second hand from the Academy and available from regular retailers. |
| Sensible, plain black leather/leather look shoes | Required | No branding | Available from regular retailers. |
| Maroon T-Shirt | Required | Branded: School logo | Smart School Uniform Clive Mark Schoolwear |
| Black tracksuit bottoms | Required if shorts are not worn | No branding | Available from school supplier, second hand from the Academy and available from regular retailers. |
| Black PE Shorts | Required if leggings / tracksuits bottoms are not worn | No branding | Available from school supplier, second hand from the Academy and available from regular retailers. |
| Maroon Sports Hoodie | Optional (but recommended during the winter) | Branded: school logo | Smart School Uniform Clive Mark Schoolwear |

Please note that Smart School Uniform provides 20%,15% and 10% discount offers during the year, and especially during the back-to-school period. The prices listed above are without such discounts.

It is also possible to purchase a plain blazer (not branded) and purchase the badge from Smart School Uniform.

Pupils who are wearing skirts must also wear black tights.

Trainers are not considered suitable footwear. High heels are not permitted. Footwear must be plain black and must not be branded (such as Nike, Adidas etc.).

Skirts must be knee-length. Black jeans or leggings are not permitted.

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

A high standard of personal appearance is expected from all students. The following academy uniform was agreed by the Student Council, Staff, Parents and the Governors.

Uniform Items are:

Maroon blazer with academy badge

Plain white shirt with stiff collar and top button (always tucked in)

Academy tie

Grey V-Neck Jumper (optional)

Black trousers (traditional tailored style; not leggings, tight fitted trousers or jeans)

Black 'A' line knee length skirt (tight fitted skirts are not acceptable)

A plain black Dupatta may be worn (tassels and embroidery are not acceptable)

Plain black tights

Socks to be worn below the Knee

Plain black footwear (leather/leather looking. No platform, boots unless covered by trousers, trainers or any sports/fashion branded footwear. Canvas shoes or pumps are not allowed)

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 Academy. Lost or damaged items will not be refunded. All jewellery must be removed during practical lessons, including PE lessons and science experiments.

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.

Bags featuring inappropriate images, slogans or phrases are not permitted.

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

Hairstyles

The Academy 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 considered, where any judgements on appropriateness are to be made, and parents will always have the freedom to complain via the 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.
- Headwear with bold patterns or colours.
- Excessive hair accessories.

Makeup

The school rules on makeup are as follows:

- Only light, natural-looking makeup is permitted.
- False nails and nail extensions are not permitted.
- Nail varnish is 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.

10. Adverse weather

All pupils are required to wear weather-appropriate clothing. Pupils are also advised to wear sun lotion and bring a sun hat / sunglasses. In extreme temperatures, pupils might be advised to wear their PE kit to school.

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.

- Thick tights with skirts.

11. Labelling

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

Any lost clothing is to be taken to the front office / given to a House Leader. All lost property is retained for one half term and is disposed of if it is not collected within this time.

12. Monitoring and review

This policy is reviewed annually by the chair of governors and the headteacher.

The scheduled review date for this policy is September 2023

DRAFT

EQUALITY IMPACT ASSESSMENT POLICY CHECKLIST

| | | | | | | |
|---|---|----------------------------------|------------------------------|---|-----------------------------------|--------------------------------------|
| Title of Policy | Uniform Policy | | | | | |
| PART 1 | Positive Impact – reducing inequalities | | | | | |
| <p>Statutory duty/equality legislation: Equality Impact Assessment undertaken or is satisfied.</p> <p><i>D = Disability, GA = Gender reassignment, P = Pregnancy & Maternity, R = Race, R/B = Religion or Belief, S = Sex, SO = Sexual Orientation</i></p> | <p>How is the policy likely to have a <u>significant positive impact</u> on equality by reducing inequalities that already exist?</p> <p>Policy is designed to support students and their families in understanding expectations of their dresscode required whilst engaged in educational activity. This applies to all students, regardless of characteristics.</p> <p>Could the policy have a <u>significant negative impact</u> on equality in relation to each of the following groups or characteristics?</p> | | | | | |
| Characteristics Indicate areas of likely impact | Promote equal opportunities | Get rid of discrimination | Get rid of harassment | Promote good community relations | Promote positive attitudes | Promote/ protect human rights |
| D | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| GA | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| P | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| R | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| R/B | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| S | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| SO | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Name of person responsible for policy | Vice Principal/ Principal | | | | | |
| Date of EIA of Policy | 15.09.2022 | | | | | |

| | | | |
|---|---|--------------------|---------------------------|
| Equality Impact Assessment of UET Policy | Evidence | | |
| PART 2 | | | |
| Statutory duty/equality legislation: Equality Impact Assessment undertaken or is satisfied. <i>D = Disability, GA = Gender reassignment, P = Pregnancy & Maternity, R = Race, R/B = Religion or Belief, S = Sex, SO = Sexual Orientation,</i> | What is the evidence for your answers above? (list any quantitative and qualitative) 1. Applies to all staff regardless of characteristics 2. Should have positive but low impact on EO | | |
| Equality Impact Assessment of UET Policy | Conclusion | | |
| PART 3 | | | |
| Summary of findings | Policy is designed to support employees and staff in understanding expectations of their behaviour at work or whilst engaged in educational activity. This applies to all students, regardless of characteristics. This will have a positive impact in the way that it is applied equally in all cases. | | |
| Equality Impact Assessment of UET Policy | Next steps | | |
| PART 4 | | | |
| Category | Actions | Target Date | Person responsible |
| Next Steps – Action Plan | 1. Communication of policy as necessary | | Vice Principal/ Principal |
| Practical changes required to reduce adverse impact | 1. None | | Vice Principal/ Principal |
| Monitoring and evaluation and Review (publish revised policy) | Review on case by case basis – every individual casework dependant on circumstances of incidents as they arise. | | Vice Principal/ Principal |