

UNIFORM POLICY

Document Control:

| | | | |
|--|--------------------------|----------------------------|-----------|
| This document has been approved for operation within: | Apex Collaborative Trust | | |
| Status | Mandatory | | |
| Owner | CEO | | |
| Date effective from | Jan 2025 | Date of next review | June 2026 |
| Review period | Annually | Version | 3 |

| Version | Changes identified |
|---------|---|
| 3 | <ul style="list-style-type: none"> • Updates to the legal framework. • Updated in line with the DfE's 2024 updates to its 'procuring school uniform supplies' guidance, including how school should find and consult alternative suppliers (sections 7 and 8) |
| | |

Important: This document is only valid when viewed on the Trust online area (currently The National College). If this document has been printed or saved to another location, you must check that the version on your copy matches that of the document online.

Contents:

Statement of intent

1. Legal framework
2. Roles and responsibilities
3. Cost principles
4. Equality principles
5. Complaints and challenges
6. School uniform supplier
7. Finding and consulting suppliers
8. Template documents
9. Uniform assistance
10. Non-compliance
11. School uniform
12. Adverse weather
13. Labelling
14. Monitoring and review

Appendices

- A. School Uniform Assistance Application Form

Statement of intent

The Apex Collaborative Trust believes that a consistent school uniform policy is vital to promote the ethos of the school. School uniform plays a key role in promoting pride, self-confidence and a feeling of belonging within the student body. These factors contribute to pupils' wellbeing, removing the additional pressures of deciding what to wear and added stress of meeting the expectations their peers may have.

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. Two options are available to ensure affordability 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.

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'
- [Updated] DfE (2024) 'School uniforms: guidance for schools'
- 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
- Tendering and Procurement Policy

2. Roles and responsibilities

The Local School Committee 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 board.
- 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.

3. Cost principles

The trust will develop its uniform policy in relation to the following principles:

- The school will seek to ensure that the uniform is affordable. In so doing, the school will consider the total cost of school uniforms, taking into account all items of uniform or clothing parents will need to provide while their child is at the school.
- The school will seek to keep the use of branded items to a minimum.
- The school will seek to ensure that uniform supplier arrangements give the highest priority to cost and value for money, including the quality and durability of the garment.
- The school will seek to ensure that second-hand uniforms are available for parents to acquire. Information on second-hand uniforms will be published on the school's website.

In accordance with the 'School Admissions Code', 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.

4. Equality principles

The trust 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.

Religion and belief

To avoid disproportionately impacting pupils of a certain religion, belief or culture, the trust will ensure that there is flexibility to allow pupils to present themselves in a way that adheres to their dress requirements as far as possible, within this policy.

The school will endeavour to meet all requests for amendments to the uniform for these purposes; however, the needs and rights of individual pupils will be weighed against any health and safety concerns appropriate to the circumstances, e.g. if safety headgear needs to be worn.

Race

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

- Not allowing hairstyles related to a pupil's ethnic origin, e.g. natural Afro hairstyles.
- Not allowing hairstyles worn because of cultural, family and social customs, e.g. cornrows.
- Not allowing head coverings related to a pupil's culture or ethnic origin, e.g. African heritage head wraps.

The trust 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 pupils with SEND or medical conditions, the trust will ensure its uniform policy takes into account the needs of these pupils. This includes:

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

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.

The school will ensure that it works with a supplier that acts in accordance with the school's values and principles on equality and inclusion.

5. Complaints and challenges

The school endeavours to resolve all uniform complaints and challenges locally and informally, in accordance with the trust's Complaints Procedures Policy. To make a complaint, parents should refer to the Complaints Procedures Policy and follow the stipulations outlined therein

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

Each school has an agreed procedure in place with its uniform suppliers to deal with complaints about the supply and quality of uniforms.

In considering a complaint, parents should be aware that teachers can sanction pupils for breaching the school's rules on appearance or uniform. The school expects this to be carried out in accordance with the school's published behaviour policy.

6. School uniform supplier

Our current School Uniform supplier is:

| | |
|-----------------------|---------------------------------|
| Moonline Uniforms Ltd | The Uniform Shop, Jean Junction |
| 33,37 Standish Street | 300 Burnley Road |
| Burnley | Colne |
| BB11 1AP | BB8 8JN |
| 01282 423030 | 01282 868743 |

Our school uniform supplier accepts school uniform assistance vouchers.

The governing 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 local school committee 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.

7. Uniform assistance

The school supports vulnerable families in meeting the costs of uniforms. The budget for the school uniform assistance scheme comes from pupil premium funds.

To claim school uniform assistance, parents should be eligible for FSM. 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 Uniform Assistance Application Form](#) and return it to the school office.

The school holds second-hand school uniforms in the **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.

8. Non-compliance

Staff Members are permitted to discipline pupils for breaching this policy, in accordance with the schools 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 schools uniform.

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

Where a pupil has been sent to rectify uniform breaches, the absence is recorded as “unauthorised”.

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

School Colours are as follows:

- Blue
- White
- Tartan (pinafore/Skirt)
- Grey

The School uniform ius as follows.

| Item | Optional or required | Branding | How to acquire | Cost per item from school supplier |
|-------------------------------|----------------------|--|---|--|
| Regular school uniform | | | | |
| Navy Jumper or Navy Cardigan | Required | School logo on right-hand side (Optional Plain Navy jumper or navy cardigan) | Branded sweatshirt and cardigan available from school supplier and second | £14.99-£19.99 Size dependent and parental choice |

| | | | | |
|---|-------------|-------------|--|--|
| | | | hand from school office. | |
| White shirt with collar (long sleeved or short sleeved) | Required | No branding | Available from school supplier, second hand from school office and available from regular retailers. | Parental Choice |
| Tartan Skirt/Tartan Pinafore or grey Skirt/Pinafore | Required | No branding | Available from school supplier and second hand from school office. | Skirt £8.99-£9.99 Pinafore £15.99-£18.99 Size depending |
| Grey Trousers | Required | No branding | Available from school supplier, second hand from school office and available from regular retailers. | Parental Choice |
| Sensible, plain black shoes | Required | No branding | Available from regular retailers. | Parental Choice |
| Summer School Uniform | | | | |
| Blue Gingham summer Dress | Optional | No branding | Available from school supplier. | Parental Choice |
| Grey Shorts | Optional | No branding | Available from school supplier | Parental Choice |
| PE KIT | | | | |
| Plain Navy t-shirt | Required | No Branding | Available from school supplier. | Parental Choice |
| Plain Grey shorts | Optional | No Branding | Available from school supplier. | Parental Choice |
| Plain black pumps (indoor) Outdoor trainers | Required | No Branding | Available from School Supplier or any local retailer | Parental Choice |
| Winter PE kit | | | | |
| Plain Navy Jogging | Optional | No Branding | Available from school supplier or local retailers | Parental Choice |
| Plain Navy Hoody | Optional | No Branding | Available from school supplier or local retailers. | Parental Choice |
| Accessories | | | | |
| School book bag | Required | School logo | Available from school supplier. | Parental Choice |
| Tartan School Tie | Required | No branding | Available from School Supplier | £6.00 |
| Grey socks or grey school tights | No branding | | | |

Pupils who are wearing skirts must also wear grey tights or socks

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

Skirts must be knee-length. Black 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 T-shirt with no branding or logos from professional sports teams
- Plain 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 should 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.

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.
- Headwear with bold patterns or colours.
- Excessive hair accessories.

Makeup

The school rules on makeup are as follows:

- No nail varnish may be worn.
- 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 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.

11. Labelling

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

Any lost clothing is to be taken to the lost property box in the located outside the school library. All lost property is retained for one month and is disposed of if it is not collected within this time.

12. Monitoring and review

This policy is reviewed annually by the CEO.

The scheduled review date for this policy is December 2024

School Uniform Assistance Application Form

Children who attend Lord Street Primary School are eligible for school uniform assistance if they receive FSM.

This scheme is open to children in Reception to year 6. The allowance is for buying suitable school wear and is paid once a year.

Part 1: Details of parent

| | |
|-----------------------------------|--|
| Your full name: | |
| Title: | |
| National insurance number: | |
| Address: | |
| Postcode: | |
| Mobile no.: | |
| Landline no.: | |
| Email address: | |

By supplying us with a phone number or email, you agree to being contacted to let you know if you are eligible.

Part 2: Details of each dependent child you are applying for

| Surname | Other names | Date of birth |
|----------------|--------------------|----------------------|
| | | |
| | | |
| | | |

Please read this declaration before you sign it

- I declare I am the parent of the child(ren) that I am applying for.
- I declare that all the information I have given is correct and complete to the best of my knowledge.
- I have enclosed original documentation to prove that I am in receipt of one of the benefits listed at the top of this form.
- I am aware that I have a duty to notify the school in writing immediately of any changes in my circumstances which might affect my entitlement to school clothing assistance.

- I understand that information taken from this form will be stored electronically on the school's computers. The school is permitted to do this under the UK GDPR and Data Protection Act 2018. A copy of the school's registration is held for inspection.

Please return this completed for to the school office.

Your signature: _____ Date: _____
