



# Kells Lane Primary School

## Uniform Policy

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## **Statement of intent**

Kells Lane Primary 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.

## 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

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

## 2. 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.

### **3. 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 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.

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 regularly benchmarks against alternative uniform suppliers to obtain the best value for money possible. Any savings negotiated are passed to parents where possible. 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.

#### **4. 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 the cost of school uniform 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 are 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.

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.

## **5. 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.

## **6. School uniform supplier**

Our current school uniform supplier is:

- Tots to Teams
- Uniform Shop - Unit 10b, Airport Industrial Estate, Kingston Park, Newcastle Upon Tyne NE3 2EF
- 0191 2715454
- Order online at [www.totstoteams.com/schools/kells-lane-primary-school](http://www.totstoteams.com/schools/kells-lane-primary-school)

The school will retender the uniform contract every five years, whether changes to the uniform are made or not. 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.

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

To claim school uniform assistance, parents should be eligible for and in receipt of income based free school meals. Eligibility is determined by confirming the status of the applicant with the local 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 (Appendix B) and return it to the school office.

## **8. Non-compliance**

Staff members are permitted to discipline pupils for breaching this policy, in accordance with the school Behaviour Policy. The Headteacher may contact a parent to send a pupil home briefly to remedy a breach of the school rules on appearance or uniform. When making this decision, the school will consider the ease and time it will take and the availability of the pupil's parents. This is not an exclusion but an authorised absence.

## **9. School uniform**

### **School colours**

Our school colours are as follows:

- Red jumper, cardigan or tank top
- White or red polo shirt
- Grey trousers, skirt or pinafore
- House colour PE t shirt (from September 2022)

Please see Appendix A for a full list of uniform including PE kit.

### **PE T Shirts**

From September 2022, PE t shirts must be in the correct house colour for the child. Any children joining Kells Lane will always be placed in the same house as any older siblings to allow house colour t shirts to be passed down and avoid additional expenditure.

### **Jewellery**

For the purposes of health and safety, pupils are not allowed to wear jewellery of any kind with the exception of an inexpensive wrist watch. Dual purpose watch/step trackers may be worn provided they have no means of accessing the internet or taking photographs.

Earrings are not allowed under any circumstances. This includes the wearing of clear plastic retainers or any other item inserted into a piercing which may cause injury if caught.

### **Extreme Haircuts and General Appearance**

The school does not permit pupils to have haircuts that could serve as a distraction to other pupils. Parents should also be aware that tattoos, nail polish or any form of make-up are not

permitted. Hair should be of a 'natural' colour. Long hair should be tied up and ribbons, bobbles, hair bands and slides should be simple in style. Short hair should be no shorter than a number 2 guard, and should not have markings shaved into it such as tram-lines etc.

The school reserves the right to make a judgement on where pupils' hairstyles or hair colours are inappropriate for the school environment; however, it will ensure that any such judgements do not discriminate against any pupil by virtue of their protected characteristics. Each individual pupil scenario will be taken into account and parents will always have the freedom to complain via the school Complaints Procedures Policy.

### **Footwear**

Pupils should wear black shoes or black trainers to school. These must be plain black with no logos. Pupils may wear plain black boots to school. Heels over 3cms, platform soled items and open toed sandals are not allowed for health and safety reasons.

### **Swimming (KS2)**

- Appropriate swimming costume
- Swimming cap

### **Lost Property**

All uniform, including shoes, PE kits and personal items, should be clearly marked with the pupil's name. Any lost property which is named, will be returned to the child by a staff member. Any unnamed/unidentifiable lost property will be held in school and placed outside on tables toward the end of the summer term for parents/carers to claim. School will notify families in advance of the date this will happen.

### **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.

## **10. Extreme Weather**

Pupils should dress appropriately for extreme weather conditions. In the summer, it is recommended that pupils have a protective sun hat or cap. Sun cream should be applied to pupils before they arrive at school on hot sunny days. Waterproof coats should be provided for inclement weather, together with hats, gloves, scarves etc.

Outdoor play is an essential part of the Early Years curriculum. Pupils in Early Years should be dressed appropriately for all kinds of weather.

## **11. Monitoring and review**

This policy is reviewed every two years by the headteacher.

The scheduled review date for this policy is **31 January 2024**.

## Appendix A

### Kells Lane Primary School

#### List of School Uniform

##### Compulsory Items

- Red sweatshirt or cardigan bearing school logo is preferred, but a plain red sweatshirt or cardigan is acceptable.
- Red or white plain polo shirt
- Grey or black trousers, knee length skirt or pinafore.
- Grey or black socks, grey, black or red tights. (white socks may only be worn when wearing a gingham dress in the summer term.)
- Plain black school shoes or plain black trainers (please see section above on footwear)
- Plain (without branding or logo) black PE shorts
- Plain (without branding or logo unless this is the school logo) white PE t-shirt (until the end of the summer term 2022)
- Plain (without branding or logo unless this is the school logo) house colour t-shirt (from September 2022)

Red – Panthers  
Blue – Lions  
Green – Leopards  
Yellow – Tigers

- School bag large enough to carry A4 sized books

##### Additional Non-Compulsory Items Available on Uniform Supplier Website

- Red reversible warm coat
- Red fleece jacket
- Red book bag
- Red polo shirt with school logo
- White PE t shirt bearing school logo (until end of summer term 2022)
- House colour t shirt bearing school logo (from September 2022)

Red – Panthers  
Blue – Lions  
Green – Leopards  
Yellow – Tigers

- Red tank top bearing school logo

Additionally, a red gingham school dress may be worn in the summer term only.

## Appendix B



### School Uniform Assistance Application Form

Children who attend Kells Lane Primary School may be eligible for school uniform assistance if they are entitled to and in receipt of income based free school meals.

This scheme is open to children from Reception to Year 6. For those who are eligible, assistance will be given to help purchase uniform once per academic year.

#### Part 1: Details of parent

<b>Your full name:</b>	
<b>Title:</b>	
<b>National insurance number:</b>	
<b>Address:</b>	
<b>Postcode:</b>	
<b>Mobile no.:</b>	
<b>Landline no.:</b>	
<b>Email address:</b>	

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/legal guardian 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 school 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 form to the School Business Manager.**

Your signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### **What happens next?**

Verification of free school meals status will be made with the local authority. You will then be notified if your request for assistance has been accepted.