



**St Clare's Catholic High School**

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## UNIFORM POLICY

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<b>Person(s) Responsible</b>	Assistant Principal- Wellbeing Pastoral Care Coordinators
<b>Date written</b>	2010
<b>Review Date</b>	2022
<b>Date Last reviewed</b>	April 2019
<b>Associated School Documents</b>	CLARE –Positive Education Framework WH&S Policy and Guidelines

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## 1. Rationale

The Catholic school endeavours to provide an experience of high quality interpersonal relationships of care and support. As a result, the culture of the school needs to be respectful of the individual, a safe and secure environment and one that is healthy allowing students to become discerning self-disciplined and contributing members of society.

The wearing of the formal school uniform and wearing it correctly are signs of self-respect and respect for others in the school community. It is a symbol of community membership, common purpose and beliefs. In terms of safety, the uniform provides for modesty, identity and is protective in the daily school environment.

The uniform sets boundaries and parameters for dress and personal presentation. The setting of such boundaries and student's compliance with them are important in developing self-discipline, perspective and balance in life and a sense of right and wrong.

## 2. School Uniform Requirements

Items of uniform are only available for sale from Workwise Clothing, 5 Marathon Street, Taree 6552 2371

### GIRLS' UNIFORM 7 – 10

- Lemon Blouse. - Top button is to be done up
  - No underwear is to be visible... must be white or skin tone
  - Sleeves are to be worn down
- Inverted pleat style skirt
  - Must be worn on or above hip bone
  - Must not be More than 4cm above the top of the knee
- Short plain white socks. - Socks are to be above ankle in length
- Black tights - Terms 2 & 3 (Optional)
  - Black tights (purchased only from Workwise Clothing Group)
  - Must not be worn with socks over them
- Black School Scarf – Terms 2 & 3 (Optional)
- Woollen jumper or fleece top or tracksuit jacket (all with school crest)
  - Coloured knitwear, if worn must be covered by correct school knitwear
  - Hoodies are not acceptable
- Slacks (optional)
- Black School bucket or broad brim hat with school emblem (to be worn when not in shade or under shelter)
- Black leather tongued, lace up shoes - polishable leather uppers. (boots are not acceptable)

### GIRLS' UNIFORM 11 – 12

- Green Blouse - Top button is to be done up
  - No underwear is to be visible... must be white or skin tone
  - Sleeves are to be worn down
- Inverted pleat style skirt
  - Must be worn on or above hip bone
  - Must not be More than 4cm above the top of the knee
- Short plain white socks. - Socks are to be above ankle in length
- Black tights - Terms 2 & 3 (Optional)
  - Black tights (purchased only from Workwise Clothing Group)
  - Must not be worn with socks over them
- Black School Scarf – Terms 2 & 3 (Optional)
- Woollen jumper or fleece top or tracksuit jacket (all with school crest)
  - Coloured knitwear, if worn must be covered by correct school knitwear
  - Hoodies are not acceptable
- Slacks (optional)

- Black School bucket or broad brim hat with school emblem (to be worn when not in shade or under shelter)
- Black leather tongued, lace up shoes - polishable leather uppers. (boots are not acceptable)
- May wear their commemorative jacket

### **GIRLS' SPORT UNIFORM 7 – 10**

- Polo shirt with school crest
- St Clare's bottle green microfibre shorts
- Short plain white socks
- Black School bucket or broad brim hat with school emblem (to be worn when not in shade or under shelter)
- Year 10 may wear their commemorative sports shirt
- Running or Cross training shoes. (Casual style shoes are not acceptable)
- Microfibre tracksuit with school crest

### **BOYS' UNIFORM 7 – 10**

- White short sleeve shirt with school crest
  - No underwear is to be visible - Undershirt/singlets must be plain white
- Grey permanent press fabric shorts or long pants
  - Must be worn on or above the hip bone
  - Size is not to be excessive: no more than one size over
  - Drill shorts or trousers are not to be worn
- Belts optional - Plain Black only
- School mid grey socks above the ankle
- Woollen jumper or fleece top or tracksuit jacket (all with school crest)
  - Coloured knitwear, if worn must be covered by correct school knitwear
  - Hoodies are not acceptable
- Black School Scarf – Terms 2 & 3 (Optional)
- Black School bucket or broad brim hat with school emblem (to be worn when not in shade or under shelter)
- Black leather tongued, lace up shoes - polishable leather upper (boots are not acceptable)

### **BOYS' UNIFORM 11 – 12**

- White short sleeve shirt with green piping and school crest
  - No underwear is to be visible - Undershirt/singlets must be plain white
- Grey permanent press fabric shorts or long pants
  - Must be worn on or above the hip bone
  - Size is not to be excessive: no more than one size over
  - Drill shorts or trousers are not to be worn
- Belts optional – Plain Black only
- School mid grey socks above the ankle
- Woollen jumper or fleece top or tracksuit jacket (all with school crest)
  - Coloured knitwear, if worn must be covered by correct school knitwear
  - Hoodies are not acceptable
- Black School Scarf – Terms 2 & 3 (Optional)
- Black School bucket or broad brim hat with school emblem (to be worn when not in shade or under shelter)
- Black leather tongued, lace up shoes - polishable leather upper. (boots are not acceptable)
- May wear their commemorative jacket

### **BOYS' SPORT UNIFORM 7 – 10**

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- Year 10 may wear their commemorative sports shirt
- Running or Cross training shoes. (Casual style shoes are not acceptable)
- Microfibre tracksuit with school crest.

### 3. General Uniform and Grooming Standards

#### HAIR

- Hair is to be well groomed and kept tidy. No dreadlocks, no shaved patches or other extremes. It is not acceptable to have patches, panels, streaks and tips such as blonde, black, green, purple, blue etc.
- Long hair (longer than shoulder length) must be tied back at all times for both male and female students.
- Short hair - nothing under a No 3.
- Facial Hair - clean shaven at all times
- Colour - 1 or 2 shades from the natural looking colour of hair is acceptable.
- Hair accessories - plain black, white, gold or green.

#### JEWELLERY

- The only acceptable jewellery is a watch, a ring and a small, silver or gold metal stud or sleeper, maximum 1 per ear lobe.
- Jewellery is to be kept to a minimum. Eyebrow, nose, face, tongue and lip jewellery are not acceptable.

#### HATS

- All students must wear either the approved black bucket or broad brim hat supplied by Workwise clothing
- All students must wear the school hat at all times when outside in the sun including before school, recess, lunch, during sport and PDHPE lessons. Students may decide to not wear their hat when either in a shaded or sheltered area.

#### BAGS

- Students will have appropriate schools bags which allow for the care of the contents, including computer devices. No string/shoulder bags allowed.

#### MAKEUP/NAIL POLISH

- Is not allowed for any student in Yr7-10
- Students in Yr11 and 12 may use makeup but it must be kept to a minimum (Natural)
- All students in Years 7 to 12 are not allowed to wear nail polish

#### BODY ART

- Tattoos are not acceptable and should not be visible at any time. (this includes swimming events)

### 4. Responsibilities

#### *The Principal will*

- Implement a whole school approach to the implementation of the school uniform policy
- Work in partnership with staff, parents and the school community to achieve the purposes of this policy
- Ensure that staff have a working knowledge of the policy and procedures
- Respond promptly and appropriately to any breach of this policy

#### *The School staff will:*

- Work in partnership with the School Executive, parents and students to achieve the purposes of this policy
- Ensure students are aware of and understand the requirements of the uniform policy and its procedures
- Enforce in all school settings the expectations and guidelines of this policy.
- Chronicle on compass, using the 'Uniform Observation form' any student not in correct uniform and without a green slip.

### ***The Students will:***

- Follow school Uniform policy, procedures and guidelines at all times.
- Work in partnership with the staff of St Clare's to ensure that the school is well represented in all school and community settings.
- See their Pastoral Coordinator at the start of the school day if out of uniform and collect a out of uniform slip, if they have a note or not.

### ***The Parents/Carers will:***

- Ensure their children are aware of and understand the requirements of the uniform policies and its procedures
- Work in partnership with St Clare's staff to achieve the purposes of this policy.
- Ensure you child has a note if unable to wear correct uniform
- Rectify uniform issues as soon as possible.
- In cases of genuine need, advise the Principal, and the school will acquire uniform items for students or subsidise purchase.

## **5. Procedures (for out of uniform)**

### **STUDENTS**

- Students who are “**out of school uniform**” must provide a note of explanation from Parents/Carers to their Pastoral Coordinator prior to the start of the school day.
- The note must contain the date Reason and parent's signature.
- The Year Coordinator will issue a green uniform slip as a note for reference for other teachers and make a chronicle entry on the students compass file.
- Students out of uniform on 3 occasions and do not provide a note will receive a lunchtime uniform detention.
- Students who are **out of Sport uniform for Thursday sport day** must wear the correct formal school uniform and change into sport style clothes. The student must then change back into the correct formal school uniform before dismissal at the end of the day. Students who do not follow this expectation will receive an automatic lunchtime uniform detention.
- Students are to be encouraged to rectify unacceptable uniform an grooming standards with a minimum of delay.

### **TEACHERS**

- Teachers are required to do a visual check of a students uniform at the start of each lesson. (this can occur as students enter the room)
- Students out of uniform, teachers are to request to see their uniform slip.
  - If student has uniform slip with correct date teacher does not to do anything.
  - If the student does not have a Uniform slip the teacher is to make a chronicle entry on the students compass file using the uniform observation form.
- 3 observations logged by teachers will automatically allocate a student to a uniform detention.
- 2 uniform detentions will move student onto the Zone system starting with a Low zone.
- Teacher are expected to request all students place their hats on before dismissing students at the end of the lesson.
- During Recess and Lunch teachers are required to question and log on compass any student not in correct uniform including no hat when not in the shade.

## 6. Subject Specific Guidelines

### PHYSICAL DEVELOPMENT HEALTH AND PHYSICAL EDUCATION (PDHPE)

PD/H/PE is a KLA (Key Learning Area) subject. It is a Board of Studies requisite course. Students must fulfil the requirements in this subject as it is mandatory to participate in physical activity on a regular basis at school.

This means **students must come prepared for this subject**, just as they are expected to for their other subjects. Approximately 50% of this course is of a practical nature. For safety requirements, personal hygiene & comfort, students must wear the full school sports uniform, school hat and footwear to participate in the practical lessons designated on their timetable.

1. The students that have a designated PDHPE or PASS practical lesson (communicated via compass) are required to attend school in their formal School uniform except Thursday and change into their sports uniform at the start of their class. Student will also be expected to change back into their formal school uniform at the end of the period.

Exceptions to this rule are

- Students may attend school in their full correct sports uniform if they have PDHPE or PASS P1. Students must bring their formal school uniform to change into at the end of the period.
  - Students may change into their full correct sport uniform for PDHPE and PASS classes at recess or lunch if their class occurs P4 or P6 but must change back into their formal school uniform at the end of the period.
2. At no time is any student to take their Mobile phone into the bathroom/change rooms. A breach of this rule will see the student's phone being confiscated and placed into the school safe. The phone will only be returned when a parent/carer collects it from the school office.
  3. If a student does not bring the required equipment outlined above, the student **WILL NOT** participate in the practical lesson & the following will occur:
    - **1<sup>st</sup> offense:** The teacher will record the students name as a chronicle entry on compass as a general observation in the KLA and be required to sit in the shade by themselves to complete work relating to the unit that is being taught.
    - **2<sup>nd</sup> offense:** The teacher will issue the student a lunchtime uniform detention that is recorded on their chronicle and daily schedule.
    - **3<sup>rd</sup> Offense:** The teacher will record the students name as a chronicle entry on compass as a KLA report and the students will be issued with a low zone.
    - **4<sup>th</sup> Offense:** The teacher will record the students name as a chronicle entry on compass as a KLA report and the students will be issued a Medium zone. The students will be called by their PDHPE coordinator to explain. PDHPE coordinator will Contact Parents/carer's (email or phone)

- **5<sup>th</sup> Offense:** The teacher will record the students name as a chronicle entry on compass as a KLA report and the students will be issued a High zone. The students will be called by the Pastoral Coordinator to explain. Pastoral Coordinator will contact parents/care's (phone)
  - **6<sup>th</sup> Offense:** The teacher will report the incident to the AP Pastoral Care/ Wellbeing. The students will be called by the AP to explain. AP will contact parents/care's (phone) and issue a consequence.
4. If a student has a **medical condition** or is **injured** preventing their participation in physical activity, an explanatory note from a parent/guardian or a doctor's certificate must be supplied so the individual may be exempt from participation without penalty.
  5. Students unable to participate in the practical lesson for any reason:
    - Must follow all teacher instructions
    - Must complete any theory work set by their teacher.
    - Must not use their mobile phone.
    - Must not use their computer unless instructed to by the teacher.
    - Students failing to follow the above expectations
      - The teacher will record the issue on compass as a chronicle entry.
      - will be directed to sit outside one of the AP's offices. The students are to stay outside until the AP's offices until their Pastoral coordinator, one of the AP's or Principal has spoken to them and dismissed them.

## TECHNOLOGY AND APPLIED STUDIES (TAS)

TAS is a KLA (Key Learning Area) subject. It is a Board of Studies subject that offers both Mandatory (Yr7 and 8) and elective Yr9-12 courses. As in any course, students must complete all components to meet the outcomes of the course they are studying.

**Students must come prepared for this subject**, just as they are for all their other subjects. Approximately 75% -80% of the content in these courses run in this subject area are of a practical nature. To ensure the school, department meets Work Health and safety regulations, students must wear the appropriate Personal protective equipment (PPE) This includes; Black leather tongued, lace up shoes - polishable leather upper, Safety Glasses and apron to participate in all the practical lessons designated on their timetable.

1. The students that have a designated TAS practical lesson on Thursday (sport Day) are required to bring their Black leather tongued, lace up shoes to school and change into these shoes at the start of their class. Students will be expected to change back into their sport shoes at the end of the period.
2. Students must ensure they have their safety glasses and aprons with them for all practical lessons. Where possible students will be able to leave their Safety glasses and apron in a locked cupboard in their allocated practical room.

3. At no time is any student to take their Mobile phone into the practical room unless requested to by the teacher. A breach of this rule will see the student's phone being confiscated and placed into the school safe. The phone will only be returned when a parent/carer collects it from the school office.
4. If a student does not bring the required equipment outlined above, the student **WILL NOT** participate in the practical lesson & the following will occur:
  - **1<sup>st</sup> offense:** The teacher will record the students name as a chronicle entry on compass as a general observation in the KLA and be required to sit in a spot designated by the teacher by themselves to complete work provided by the teacher.
  - **2<sup>nd</sup> offense:** The teacher will issue the student a lunchtime uniform detention that is recorded on their chronicle and daily schedule.
  - **3<sup>rd</sup> Offense:** The teacher will record the students name as a chronicle entry on compass as a KLA report and the students will be issued with a low zone.
  - **4<sup>th</sup> Offense:** The teacher will record the students name as a chronicle entry on compass as a KLA report and the students will be issued a Medium zone. The students will be called by their PDHPE coordinator to explain. PDHPE coordinator will Contact Parents/carer's (email or phone)
  - **5<sup>th</sup> Offense:** The teacher will record the students name as a chronicle entry on compass as a KLA report and the students will be issued a High zone. The students will be called by the Pastoral Coordinator to explain. Pastoral Coordinator will contact parents/care's (phone)
  - **6<sup>th</sup> Offense:** The teacher will report the incident to the AP Pastoral Care/ Wellbeing. The students will be called by the AP to explain. AP will contact parents/care's (phone) and issue a consequence.
5. If a student has a **medical condition** or is **injured** preventing their participation in a practical lesson, an explanatory note from a parent/guardian or a doctor's certificate must be supplied so the individual may be exempt from participation without penalty.
6. Students unable to participate in the practical lesson for any reason:
  - Must follow all teacher instructions
  - Must complete any theory work set by their teacher.
  - Must not use their mobile phone.
  - Must not use their computer unless instructed to by the teacher.
  - Students failing to follow the above expectations
    - The teacher will record the issue on compass as a chronicle entry.
    - will be directed to sit outside one of the AP's offices. The students are to stay outside until the AP's offices until their Pastoral coordinator, one of the AP's or Principal has spoken to them and dismissed them.



## SCIENCE (SCI)

Science is a KLA (Key Learning Area) subject. It is a Board of Studies subject that offers both Mandatory (Yr7 –Yr10) and elective (Yr11 and Yr12) courses. As in any course, students must complete all components to meet the outcomes of the course they are studying.

**Students must come prepared for this subject**, just as they are for all their other subjects. Students are expected to participate and conduct experiments at various times throughout a course. To ensure the school, department meets Work Health and safety regulations, students must wear the appropriate Personal protective equipment (PPE) This includes; Black leather tongued, lace up shoes - polishable leather upper and Safety Glasses to participate in all the lessons that require to participate or conduct an experiment.

1. The students that have a designated science lesson on Thursday (sport Day) and participating in or conducting a science experiment are required to bring their Black leather tongued, lace up shoes to school and change into these shoes at the start of their class. Students will be expected to change back into their sport shoes at the end of the period.
2. Students will be informed prior to a practical lesson by their teacher to ensure they bring their PPE (safety glasses and leather shoes)
3. At no time is any student to take their Mobile phone into the room when conducting an experiment unless requested to by the teacher. A breach of this rule will see the student's phone being confiscated and placed into the school safe. The phone will only be returned when a parent/carer collects it from the school office.
4. If a student does not bring the required equipment outlined above, the student **WILL NOT** participate in the practical (experiment) lesson & the following will occur:
  - **1<sup>st</sup> offense:** The teacher will record the student's name as a chronicle entry on compass as a general observation in the KLA and be required to sit in a spot designated by the teacher by themselves to complete work provided by the teacher.
  - **2<sup>nd</sup> offense:** The teacher will issue the student a lunchtime uniform detention that is recorded on their chronicle and daily schedule.
  - **3<sup>rd</sup> Offense:** The teacher will record the student's name as a chronicle entry on compass as a KLA report and the student will be issued with a low zone.
  - **4<sup>th</sup> Offense:** The teacher will record the student's name as a chronicle entry on compass as a KLA report and the student will be issued a Medium zone. The student will be called by their PDHPE coordinator to explain. PDHPE coordinator will Contact Parents/carer's (email or phone)
  - **5<sup>th</sup> Offense:** The teacher will record the student's name as a chronicle entry on compass as a KLA report and the student will be issued a High zone. The student will be called by the Pastoral Coordinator to explain. Pastoral Coordinator will contact parents/care's (phone)
  - **6<sup>th</sup> Offense:** The teacher will report the incident to the AP Pastoral Care/ Wellbeing. The student will be called by the AP to explain. The AP will contact parents/care's (phone) and issue a consequence.

5. If a student has a **medical condition** or is **injured** preventing their participation in a practical (experiment) lesson, an explanatory note from a parent/guardian or a doctor's certificate must be supplied so the individual may be exempt from participation without penalty.
  
6. Students unable to participate in the practical (experiment) lesson for any reason:
  - Must follow all teacher instructions
  - Must complete any theory work set by their teacher.
  - Must not use their mobile phone.
  - Must not use their computer unless instructed to by the teacher.
  - Students failing to follow the above expectations
    - The teacher will record the issue on compass as a chronicle entry.
    - will be directed to sit outside one of the AP's offices. The students are to stay outside until the AP's offices until their Pastoral coordinator, one of the AP's or Principal has spoken to them and dismissed them.

## 7. Evaluation

- WHEN - St Clare's Uniform Policy and its elements shall be clearly documented and reviewed on 5 year rotation
- BY WHOM - Staff, Parents and Students Body, will be consulted in assessing the effectiveness of the policy, and in making amendments to it.
- HOW- The policy shall be assessed in the light of its effectiveness