



**UNIFORM
GUIDELINES
K - 12**

APPLICABLE TO	St Catherine’s Catholic College, Singleton
DOCUMENT OWNER	College Principal
APPROVAL DATE	2024
APPROVED BY	Executive Leadership Team and Teachers
SCHOOL ACTIONS	School Policy – School staff are professional obligated to ensure their practices are consistent with this policy.
LAST REVIEW DATE/S	June 2024
NEXT REVIEW DATE	January 2027 or as needed
RELATED DOCUMENTS	CSO School Uniform Policy 2019 CSO School Uniform Procedures 2011 CSO Staff Code of Conduct 2021 CSO CSO Student and Community Code of Conduct CSO Suspension, Expulsion and Exclusion Procedures 2019 CSO Wellbeing and Pastoral Care Policy 2022

Purpose

This Guidelines document aims to:

- Provide procedures and direction for developing, changing or modifying the College uniform.
- Set out the responsibilities of various groups involved in making changes to the College uniform.

Guidelines Statement

The uniform worn by students is an important aspect of St Catherine’s Catholic College, Singleton. It is a symbol of the identity, community and values that define the mission and motto of a Catholic school. Display of the school crest on the clothing of students is a constant reminder of the culture, history and tradition that form links between the past and present. It is expected that our students wear their uniform proudly and comply with guidelines defined within this policy. These expectations reflect our anti-discrimination approach to student appearance, and was developed in consultation with the students, staff and parents.

The College is committed to ensuring that school uniform requirements will:

- be developed in consultation with the school community
- be consistent with health and safety considerations
- comply with anti-discrimination legislation
- consider affordability, functionality and durability of uniform items
- provide uniform options, including shorts and pants, in all uniform categories for all students and genders

It is a College expectation that all students will wear the correct uniform and are supported by their parents/carers to do so, as per these Uniform Guidelines and related Maitland-Newcastle Catholic Schools Office policy and procedure documents.

DEFINITIONS

'Changing school uniform' means the entire uniform is being replaced. Where the uniform is to be completely changed then the consent of the appropriate Assistant Director of Schools is required.

'Modifying school uniform' means an addition to or alteration of one part of the uniform.

'School uniform requirements' mean a written statement of school's expectations regarding student appearance that applies:

- during school hours
- whilst travelling to and from school
- when students are engaged in representative and/or non-representative school activities out of school hours.

This Uniform Guidelines document clearly explains:

- defined standards for the general presentation of students, including headwear, footwear and other aspects of general presentation
- defined specifications for garment design and colour
- strategies for managing non-complying students.

Scope

The Uniform Guidelines outlines school uniform requirements at St Catherine's Catholic College, Singleton, and applies to all students, staff and families at the College.

Guiding Principles

1. The College supports the wearing of a school uniform which promotes a sense of belonging for students and creates a positive identity for the school community. School uniforms also contribute to the personal safety of students by allowing easier recognition of students inside the school and in the community.
2. The College expects students to wear the uniform during school hours, while travelling to and from school, and when engaged in school activities out of school hours, unless otherwise advised.
3. All students should have the opportunity to access the full range of school activities, including physical activities, while wearing a school uniform.
4. School uniform requirements should take into account the diverse nature of a school's student population.
5. Further benefits of a school uniform and Uniform Policy include, but are not limited to, the promotion of equality, the reduction of distraction, the enhancement of school identity and pride, improved safety and security of all students as part of the College and its staff's duty of care, encouragement of self-discipline and responsibility, simplification of appropriate dress code and attire, preparation of students for formal and professional settings, reduction of financial burden on families,
6. Changes to College uniform must be the result of formal consultation with students, teachers and other staff, parents or carers, and the school community, including parent representatives.
6. A school's response to a student not wearing uniform should be appropriate, fair and consistent.
7. The Principal may consider making exemptions for not wearing a uniform, if considered appropriate after discussions with parents or carers.

8. Decisions about school uniform requirements must comply with work health and safety and anti-discrimination legislation. The school uniform should promote the health and safety of students by identifying items necessary for particular activities to protect students from injury (for example, items for sun protection or safe footwear).
9. Students are to wear sun-safe hats for outside activities where appropriate.
10. A school uniform should include items that are affordable, comfortable, made from easy-care fabrics, appropriate for activity and suitable for all body shapes.
11. Schools must have written agreements in place to set out the terms and conditions of a 'uniform shop', if appropriate, and/or 'supply arrangements'. Schools must comply with procurement requirements to have an on-site uniform shop operated by any party.
12. Schools must advise parents on how they can access financial support if they are unable to purchase uniform items. To assist families, schools should organise facilities such as clothing pools.
13. Each school's uniform requirements should be reviewed when the need arises. Parents and carers must be given sufficient time to purchase items and schools may need to give parents up to three years to update to any changes in more costly items. All suppliers and retailers must also be notified and given sufficient time to change the school uniform. Each school's uniform requirements, along with a brief statement about who was consulted, should be kept on file by the principal of each school.

RESPONSIBILITIES

Principal:

- Will lead the development and review of the College uniform requirements
- Will lead consultation during a review of the College uniform requirements
- Will approve the College uniform and any modifications, changes or exemptions to the College uniform
- Will oversee contract negotiations with uniform suppliers, in consultation with the Assistant Head, including complying with written agreements with clothing suppliers. The contract, in part or in its entirety, may be provided to the Uniform Committee for information.
- Will ensure the College possesses the intellectual property rights to deal with the school logo and licence the school logo to manufacturers of school uniforms. A record of all licences should be maintained.
- Will inform parents and carers of the College uniform requirements and expectations
- Will enforce compliance with uniform requirements fairly and equitably and carefully consider parent/carers concerns and requests for exemptions
- Will provide assistance to families in need
- Will maintain documentation of the College's uniform requirements and consultation undertaken

Parents and Carers:

- Commit to supporting the College uniform requirements as part of the Enrolment Agreement and School Community Code of Conduct
- Support the student to adhere to the uniform requirements
- Request modifications or exemptions to the dress code in writing, providing reasons/evidence for modification/exemption upon request
- Work in positive collaboration with the College to resolve issues regarding student compliance with the College uniform requirements

- Engage in consultation processes about the College uniform requirements

Parents and Friends Association:

- Support and engage in consultation led by the Principal, giving advice and recommendations regarding the College uniform requirements
- Direct parents to the Principal to discuss any individual issues regarding the College uniform requirements
- Support the College to resolve issues regarding the College uniform requirements

Students:

- Wear uniform items that meet the College uniform requirements

Uniform Committee

- Acts under the direction of the Principal and with the support of the P & F Association to consider the formation of a clothing pool to assist with the bulk purchase of uniform items and the provision of quality second hand clothing to alleviate the costs on families
- May assist the school in operating the clothing pool, and organising stock

Review:

- The Principal is responsible for monitoring the implementation of this policy and routinely reviewing it to maintain currency and effectiveness. Any individual requests for modifications or exemptions to the Uniform Policy are ultimately at the discretion of the Principal. Only the Principal can approve exemptions to College Uniform following receipt of appropriate information upon request.

STEP-BY-STEP

STUDENT UNIFORM GUIDELINES AND EXPECTATIONS AT ST CATHERINE'S CATHOLIC COLLEGE

- Students are expected to be neat and tidy in appearance. The College uniform should be worn correctly whilst at school, on excursions, and whenever the student is visible in the community.
- All students are expected to wear the full College uniform, every day, except for any individual practical lesson requirements as approved by teacher/principal.
- Eye make-up and lipstick **MUST NOT** be worn. No make-up or nail polish to be worn in K-6. Only light foundation and clear/nude nail polish is permissible in Years 7-12.
- Facial hair must remain clean shaven at all times.
- Students must wear Formal College Uniform on excursions, unless otherwise specifically indicated.
- On Sports/PDHPE practical days, students should wear full Sports Uniform. If this is not possible, students should then wear full formal school uniform, not a combination of both.
- Uniform will be regularly checked by all Classroom Teacher teachers to ensure that all students are wearing the correct uniform for the day, season and circumstance, following the *Procedure for Non-Compliance with Uniform Requirements* process outlined on page 6 of this document.
- For all aspects of the College Uniform, the final decision on acceptable appearance, uniform and/or presentation is made by the College Principal.

Accessories:

- Scarves, gloves, beanies must be navy in colour.
- Stockings for girls are preferred to be navy blue, but black is permitted if navy blue is hard to source.

- The College navy blue weatherproof jacket is optional. The jacket may be worn, in addition to the compulsory uniform items but not *instead* of those items. No jacket, other than the College uniform jacket is permitted.
- Singlets/undergarments must be plain white and must not be visible at neckline, below the shirt or on arms.
- Hair accessories must be College Uniform patterned or navy blue in colour. Hair accessories are limited to bands, simple clips, headbands, ribbons or scrunchies.

Jewellery:

- Must not be offensive or elaborate
- A maximum of two earrings in each ear – simple stud or small sleeper only. Spacer jewellery is NOT permitted.
- One simple silver/gold chain worn around the neck
- Facial piercings are NOT permitted. Facial piercings must be covered or replaced with a clear stud.
- One watch
- One charity band
- One gold or silver ring per hand
- No anklets that are visible
- Seniors are encouraged to wear the Seniors College badge.

Hair:

- No synthetic hair dyes/colours that are not natural hair colours, eg. red, green, purple.
- Styles are to be appropriate to College standards. Haircuts shall not be extreme. All hair should be off the face.
- It is *recommended that* long hair, regardless of gender, be neatly combed and tied back tidily and securely.
- In practical lessons including Visual Arts, Science practicals, Wood Technology, Metal Technology, Food Technology, Agriculture and Sport/PE, long hair below collar-length **MUST** be tied back to comply with WHS requirements, and/or at discretion of the teacher.

Tattoos:

- Must not be visible at any time.
- Must be covered with a school uniform or bandage when wearing both the formal uniform and sport uniform.
- Temporary body art is not permitted, (ie. Henna tattoos or temporary tattoos).

Uniform Shop

- All items of uniform, excluding shoes, must be purchased from the College Uniform Shop. Online catalogue, appointments and ordering of items can be found at www.picklesschoolwear.com, chose St Catherine's Catholic College Primary or Secondary. Second-hand items can also be purchased from the College Uniform Shop.
- Secondary 'Trucker-style' caps are available for purchase from the Finance Office in Administration.

College Uniform Clothing Pool

- The College has a uniform pool consisting of donated second-hand items for those families who may be experiencing hardship. To organise items, contact should be made with the Assistant Principal or Principal.

Shoes

- The College is committed to ensuring safety and comfort for its students. Page 7 of these Guidelines outline examples of styles of shoes that are acceptable and unacceptable. WHS regulations prohibit students from participating in practical activities in school if not wearing the correct, substantial and safe footwear.
- It is very important that all student's shoes from Kindergarten to Year 12 adhere to St Catherine's Catholic College's uniform standards and safety requirements.

School shoes for use with the main ('formal') school uniform must:

- be black polishable leather or faux-leather shoes – not boots, canvas or cotton/ 'skate' shoes, joggers or sneakers
- not extend over the ankle, or have a platform or heel
- cover the whole of the upper foot for safety
- have lace-ups or Velcro straps (Velcro shoes are permitted for Kindergarten only)
- Formal school shoes should not have white mid-soles, nor allow any part of the foot to be exposed.
- In Secondary Science Labs and TAS Workshops and Kitchens, students must wear leather (or leather-like) polishable school shoes or full leather sports shoes that provide appropriate protection for the feet. If they choose to wear mesh or fabric top sports shoes, they will be required to bring a pair of leather (or faux-leather) shoes to change into.

Budget

- Community decision-making should consider the cost of uniform items. This includes the serviceability and durability of the materials.
- Provision should be made to provide uniforms items at a discounted price for parents with limited income.

PROCEDURE FOR NON-COMPLIANCE WITH SCCC SCHOOL UNIFORM GUIDELINES

1. Classroom teacher discussion with student (if appropriate, according to age of student)
2. Classroom teacher to send Uniform notification letter to parents/carers through Compass, and phone call home if required
3. Uniform breach recorded on Compass, negative points (Secondary only)
4. For continued non-compliance, escalation to Assistant Principal to determine further actions required
5. For continued non-compliance, escalation to Principal to determine further actions required
6. Formal letter sent home regarding continual uniform non-compliance
7. For continued non-compliance following formal letter home, a meeting with parent/carers will be scheduled and student internal or external suspension will be considered
8. Final decision at Principal's discretion on a case-by-case basis

Legislative/Professional Guidelines

Work, Health and Safety Act (2011)

Disability Discrimination Act (1992)

St Catherine's Catholic College, Singleton: Student Shoe Standards K-12

It is very important that all student's shoes from Kindergarten to Year 12 adhere to St Catherine's Catholic College's uniform standards and safety requirements.

School shoes for use with the main ('formal') school uniform must:

- be black polishable leather or faux-leather shoes – not boots, canvas or cotton, joggers or sneakers
- not extend over the ankle, or have a platform or heel
- cover the whole of the upper foot for safety
- have lace-ups or Velcro straps (Velcro is permitted for Kindergarten only).

School shoes should not have white mid-soles, nor allow any part of the foot to be exposed.

In Secondary Science Labs and TAS Workshops and Kitchens, students must wear leather (or leather-like) school shoes or full leather sports shoes that provide appropriate protection for the feet. If they choose to wear mesh top sports shoes they will be required to bring a pair of leather (or leather like) shoes to change into.

Examples of appropriate shoes:



Examples of inappropriate shoes:



Sport shoes for use with the school Sport/PE uniform **must**:

- cover the whole upper foot for safety
- be supportive of the feet during physical activity/sports
- have laces or Velcro straps
- have leather or similar tough uppers and rubber soles

Examples of correct sports footwear:



Examples of incorrect sports footwear:



WHS regulations prohibit students participating in practical school activities if not wearing acceptable and appropriate footwear. **Unsafe shoes** include canvas shoes, slip-ons, high tops, low cut casual leather shoes, Converse, Vans, skate shoes and similar. These shoes are not appropriate and must not be worn.

In the case of uncertainty, the final decision regarding an individual's shoes and their appropriateness will be made at the discretion of the Principal.