



School Uniform Policy

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Statement of Intent

The Community Inclusive Trust (CIT) 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

1.1 This policy has due regard to 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

1.2 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'

1.3 This policy operates in conjunction with the following school policies:

- Complaints Procedures Policy
- Behaviour Policy

2. Roles and Responsibilities

2.1 The Trust Board is responsible for:

- Ensuring compliance with the DfE's '[Cost of school uniforms](#)' guidance.

2.2 The Local School Board is responsible for:

- Establishing, in consultation with the Head Teacher and school community, a practical and smart school uniform.
- 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.

2.3 The Head Teacher 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.
- Processing and approving all eligible School Uniform Assistance Application Forms.

2.4 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.

2.5 Parents are responsible for:

- Providing their children with the correct school uniform as detailed in this policy.
- Informing the Head Teacher 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.

2.6 Pupils are responsible for:

- Wearing the correct uniform at all times, unless the Head Teacher 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

3.1 Each CIT 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.

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

3.3 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.
- 3.4 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.
- 3.5 The school keeps variations in school uniform for different groups of pupils, e.g. year groups requiring a book bag, 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.
- 3.6 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 offer an item of branded clothing, it will conduct an assessment to ensure prices are kept as low as possible, it will also allow alternatives without branding to be used. Where a branded item is required (such sports kits with logos for matches with other schools) then the school will provide kit for the period it is needed.
- 3.7 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.
- 3.8 The Trust 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.
- 3.9 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

- 4.1 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.
- 4.2 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.
- 4.3 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.
- 4.4 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.
- 4.5 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.
- 4.6 Parents' concerns and requests regarding religious clothing are dealt with on a case-by-case basis by the Head Teacher and governing board, and always in accordance with the school's Complaints Procedures Policy.
- 4.7 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

- 5.1 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 CIT 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.

6. School uniform supplier

- 6.1 The Trust uses a range of suppliers within its schools.
- 6.2 The procurement team will ensure that a written contract is in place with the supplier for branded items.
- 6.3 Each school, whether changes to the uniform are made or not and in line with the Tendering and Procurement Policy, will;
- Need to retender for uniforms at the end of the existing contractual period,
 - Ensure any contract length is no longer than five years.
 - Ensure that there is no automatic renewal of contracts beyond the originally agreed date (of no more than five years)
- 6.4 The governing board will be able to demonstrate how uniform is procured at the best value for money. The Head Teacher 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.

6.5 The school does not sign contracts with suppliers before requesting visualisations of proposed uniform, as well as fabric samples.

7. Uniform assistance

7.1 The school may support vulnerable families in meeting the costs of uniforms when multi or single agency support is in place or where there is an emergency.

7.2 To claim school uniform assistance, parents/carers should complete the School Uniform Assistance Application (Appendix A) and return it to the school office.

7.3 Many of the schools in the Trust hold second-hand school uniform sales or may have second hand uniform available for parents to access; access to these uniforms is available upon request made to the Head Teacher. Parents are invited to donate their child's uniform when they no longer need it.

8. Non-compliance

8.1 Staff members are permitted to discipline pupils for breaching this policy, in accordance with the school's Behaviour Policy. Parents will be notified in all cases.

9. School uniform

9.1 The uniform (colours and items) required for each school within CIT is detailed on the individual websites

10. Hairstyles

10.1 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.

10.2 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.

10.3 The following hairstyles are not considered appropriate for school:

- Brightly-coloured, dyed hair.
- Headwear with bold patterns or colours.

11. Adverse weather

11.1 All pupils are required to wear weather-appropriate clothing that covers as much of their skin as possible during adverse weather.

11.2 For hot temperatures, this includes wearing:

- Loose-fitting and lightweight shirts/uniform tops 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/fleeces 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.

11.3 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.

12. Labelling

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

12.2 Any lost clothing is be taken to the lost property box in the school office. All lost property is retained for one week and is disposed of if it is not collected within this time.

School Uniform Assistance Application Form

Children who attend a CIT school may be eligible for school uniform assistance – please discuss with the Head Teacher or nominated member of staff prior to completing this application.

Part 1: Details of parent

Your full name:	
Title:	
Name of Child(ren)	
Child(ren)'s Year Group	

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 form to the school office.

Your signature: _____ Date: _____