

Policy Information	COLLEGE UNIFORM
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Rationale

Uniforms are worn in many contexts in Australian society. They function within the society to assist groups to maintain an identity and also create a sense of belonging and equality. Uniforms are also used to assist businesses in marketing and promotion. The Board of Grace Christian College has chosen to adopt a uniform for students with the intention to create identity, belonging and equality. The Board also recognises that there is an element of marketing and promotion involved with school uniform and this should be seen as a benefit to the school.

The Board of Grace Christian College is proud of its college uniform and that for which it stands. It is seen as a major identification of a student with this college and is, therefore, expected to be worn with pride.

Purpose

The purpose of this policy is to set a standard for the college's uniform and to give guidance for procedures to maintain its appearance.

The purpose of this policy is to set a standard for the college's public image, both at college and in the community. It also seeks to provide a basis for equality among the students, as well as a dress code that is both practical and affordable.

Guideline 1 Uniform Committee

A Uniform committee will be established, as the school Board sees need, to review the school uniform, to consult with community stake-holders and make recommendations to the Board regarding the school uniform.

***Note 1 Review Cycle**

The Board will consider the need to review the school uniform every three years. This consideration does not imply any action will be taken.

The Board will take advice from the school Principal regarding the need to review the school uniform. The Principal will in turn consult with the school community regarding the need to review the school uniform.

***Note 2 Composition of Committee**

The uniform committee will be formed with the following representatives:

- one Board member
- the school's Principal
- the school's Business Manager
- one teaching staff
- one general staff
- one parent
- two senior students.

***Note 3 Scope**

The role of the Uniform Committee is to recommend the standard and form of the uniform to the Board who gives the final approval for all changes to the uniform code and policy.

Guideline 2 Uniform Code

The Uniform Code will be developed by the Uniform Committee and approved by the school Board. The Uniform Code will be attached to the Uniform Policy as Appendix 1.

Guideline 3 Wearing of Uniform is Compulsory for students

The school Uniform is a compulsory item for all students and must be worn according the the school's Uniform Code.

Guideline 4 Exemptions from wearing or variation of Uniform.

There may arise situations from time to time where a student may have difficulty wearing the school uniform or a parent may have difficulty providing the uniform for their child. Parents may submit a Uniform Exemption Form and request an exemption from the Uniform Code for a period of time.

***Note 1 Uniform not Available**

If a student will be out of uniform for any period longer than three [3] days a Uniform Exemption Form should be submitted to the college office.

***Note 2 Medical or other reason**

If a student is unable to wear certain uniform items on a long-term basis due to a medical condition or any other reason a Uniform Exemption Form should be submitted to the college office. A medical certificate is required for medical conditions and should be submitted with the Uniform Exemption Form.

***Note 3 Period of Exemption**

There is no fixed period for Uniform Exemptions. They are assessed by the Principal and school uniform management staff on a case-by-case arrangement. Typically, an exemption will be approved for a period of time followed by a review of circumstances to determine if the exemption needs to be continued.

***Note 4 Scope of Exemption**

Uniform Exemptions have limited scope as it is the school's policy to maintain a cohesive and consistent uniform. Therefore, long-term alternatives are limited to alternative materials that have a similar appearance to the existing uniform items.

Guideline 5 Violation of Uniform Code - Processes

Any departure from uniform requirements for any reason must be accompanied by a note written and signed by a parent/guardian in the student diary each day there is a uniform violation. Students who violate the uniform code without an adequate explanation from their parent/guardian will face disciplinary action.

Discipline process for Uniform Violations are managed in a way that gives recognition to the parent/guardian's role in ensuring their child is wearing the school uniform correctly. Therefore, the school will take steps to inform the parent/guardian that their child is not wearing school uniform correctly when there is no note from a parent/guardian in the student's diary.

***Note 1 Pink Slip**

A Pink Slip is issued when:

- a) when there is no parent note accompanying a uniform variation. For example, the student is wearing incorrect shoes, jumper, pants or any other items as listed in the uniform code.*
- b) a student is wearing their uniform in violation of the code or are wearing prohibited items. For example, the student is wearing their shirt out, has socks rolled down into their shoe or they are wearing rings, necklaces that are not allowed by the uniform code.*

***Note 2 Increasing Penalty**

With each repeat offence that occurs the student is given an increase in demerits. e.g.

1st offence – 1 demerit – Pink slip stapled into diary.

2nd offence – 2 demerits – Pink slip stapled into diary.

3rd offence – 3 demerits – Pink slip stapled into diary.

4th offence – Principal/office notified. Letter sent asking parents to support the school and staff by dealing with the issue.

***Note 3 Record Keeping**

Home Room staff are responsible for keeping accurate record of the number of violations and recording these on the Student Profile Database.

Guideline 6 Roles and Responsibility

The following roles and responsibilities which apply to the uniform code on are ongoing.

***Note 1 Home Room Teacher**

Home Room teacher - must ensure a daily check of uniform in their class is conducted each day. They must ensure records are kept and issue Pink Slips and detentions if necessary. In situations where students are persistent in wearing the uniform incorrectly, the Home Room teacher will inform the Primary or Secondary School Discipline Co-ordinator

***Note 2 Primary and Secondary School Discipline Co-ordinator**

Primary and Secondary School Discipline Co-ordinator - will follow-up students who are persistent in wearing the uniform incorrectly and will ensure a letter from the Principal is sent home requesting the parents/guardians support the school by ensuring their child has the correct uniform. If the student continues to wear the uniform incorrectly, the Home Room teacher will inform the Deputy Principal

***Note 3 Deputy Principal**

Deputy Principal - will contact the parent/guardian and arrange a meeting to discuss the uniform requirements and how the school can assist the parent/guardian to solve the issue. If the Deputy Principal cannot resolve the issue he will report it to the Principal.

***Note 4 Principal**

Principal - if the issue cannot be resolved the Principal will inform the parent/guardian that the student can no longer attend the school as wearing the uniform correctly is a requirement of enrolment.

***Note 5 College Board**

The College Board is the final authority over the College Uniform and all changes and uniform codes must be approved by the College Board before implementation.

if a parent/guardian believes they or their child has been unfairly treated in the process they can write to the College Board asking them to consider the situation