



# WOODBIDGE HIGH SCHOOL

## Uniform and Equipment Policy

September 2023

The uniform is an important part of our identity as a school. Uniform must be worn in school, to and from school and at official functions organised by the school. We believe that with all students in uniform, we can best reach our objectives of high achievement in an orderly atmosphere. The appearance and general conduct of students makes an impression on the local community and parents are asked to co-operate in ensuring that this impression is a favourable one.

It is our aim to make the school uniform as simple as possible so that the majority of items can be obtained at low cost from any clothing retailer. The only compulsory Woodbridge-specific items required are a blazer, tie and PE T-shirt and PE quarter zip tracksuit top. Blazers and ties are available from a range of local school uniform suppliers. Badges are available to iron on to generic black blazers, which may be cheaper. PE kit items are available from SchoolSports4U, at a reduced rate with students' initials embroidered free.

In cases of financial need, the school is also able to support parents by supplying all items of school uniform free to those in need from our second-hand stocks, including blazers and ties. The school also holds a stock of PE kit for purchase at a reduced rate from the finance office, or to be given to parents for free if they are in need. It may also be the case that parents can apply to their Local Authority for assistance towards the cost of school uniform.

Students coming to school in unacceptable or incorrect uniform will be supplied with the correct uniform and / or plimsolls by the school office. Since changing fashions may make it necessary to specify in detail what is acceptable, the school's decision is final. Inappropriate items will be confiscated.

All items of uniform and equipment should be named. The School cannot accept any liability for loss or damage to clothing or equipment incurred on the school premises.

This policy applies to years 7-11. The Sixth Form Dress Code is set out separately. Parents are asked that they ensure students are in full uniform on the way to, from and in school.

### **Required Uniform for Years 7-11**

<b>Item Required</b>	<b>Notes</b>
<b>Black blazer with school badge</b>	<i>Badges which can be ironed on to any black blazer can be purchased from school or uniform retailers. Blazers must be worn to, from and around school except during hot weather in the summer term, when they may be carried.</i>
<b>School tie</b>	<i>All students must wear ties. Five stripes must be visible. Ties can be purchased from school or uniform retailers.</i>
<b>White plain school shirt</b>	<i>Top button must be done up and shirts must be tucked in. Shirts can be long- or short-sleeve. No blouses or camisole tops which cannot be worn with a tie.</i>
<b>Black tailored school trousers <u>or</u> Black tailored school shorts <u>or</u> Black knee-length school skirt</b>	<i>Trousers, shorts or skirts must not be skinny or tight-fitting. Skirts must not be rolled. No PE skirts, leggings, jeans or denim. Undergarments must not be showing. Tailored school shorts (not PE shorts) may be worn at any time of year.</i>
<b>Black V-Neck long-sleeved plain pullover (optional)</b>	<i>No sweatshirts, no cardigans and no logos apart from school badge. Pullovers do not have to have the school badge if worn. No hoodies.</i>
<b>Black leather shoes with black soles and black laces</b>	<i>No trainers, no high heels, no canvas shoes, no high boots, no coloured laces.</i>
<b>White or black socks</b>	<i>Must be worn below the knee, no patterns.</i>
<b>Flesh tone or plain black tights (optional)</b>	<i>No patterns and tights must not be torn or ripped</i>
<b>Outdoor coat (optional)</b>	<i>Appropriate coat suitable for school. Hoodies or tracksuit tops may not be worn instead of a coat.</i>

### Required PE Kit for Years 7, 8 and 9

<b>Item Required</b>	<b>Notes</b>
White T-Shirt with school badge	<i>T-shirts can be purchased from SchoolSports4U. Initials are not compulsory but are available for no extra charge from SchoolSports4U.</i>
Black quarter zip tracksuit top with school badge	<i>Tracksuit tops can be purchased from SchoolSports4U. Initials are not compulsory but are available for no extra charge from SchoolSports4U. Other top layers are not allowed.</i>
Black shorts <u>or</u> Black track bottoms <u>or</u> Black skort	<i>Any appropriate plain black bottoms may be worn. These do not have to have the school badge.</i>
White sports socks	
White long socks	<i>For certain activities</i>
Shin pads	<i>For certain activities.</i>
Mouth guard	<i>For certain activities.</i>
Trainers	<i>Trainers may be worn for PE only.</i>
Optional Items: Boots (moulds or studs) Base layer Winter hat Gloves	<i>These items are all optional.</i>

### Required PE Kit for Years 10 and 11

<b>Item Required</b>	<b>Notes</b>
White T-Shirt with school badge	<i>T-shirts can be purchased from SchoolSports4U. Initials are not compulsory but are available for no extra charge from SchoolSports4U.</i>
Black quarter zip tracksuit top with school badge	<i>Tracksuit tops can be purchased from SchoolSports4U. Initials are not compulsory but are available for no extra charge from SchoolSports4U. Other top layers are not allowed.</i>
Black shorts <u>or</u> Black track bottoms <u>or</u> Black skort	<i>Any appropriate plain black bottoms may be worn. These do not have to have the school badge.</i>
White sports socks	
Trainers	<i>Trainers may be worn for PE only.</i>
Optional Items: Boots (moulds or studs) Base layer Winter hat Gloves	<i>These items are all optional.</i>

For students studying GCSE or CNAT PE, some items of additional PE kit may be required. The school can support with the purchase of these if necessary, and these items will be supplied free to students in receipt of Free School Meals.

The new PE kit was introduced from September 2022 with a one-year implementation period. This means that from September 2023 all students must have new PE kit.

Parents in financial difficulty should contact the school and we can support with the supply of new PE kit if needed.

## Other Uniform and Appearance Requirements for Years 7-11

<b>Item</b>	<b>Notes</b>
<b>Appropriate Jewellery</b>	<p>Two small earrings (max 1 cm in diameter) or studs per ear. One discreet stud in the side of the nose is allowed. No other visible body piercings (including nose rings, eyebrows, tongues etc.) are allowed.</p> <p>Chains or necklaces may be worn under shirts. One ring and one bracelet may be worn. Watches may be worn but not during exams.</p> <p>Piercings and other jewellery must be removed for PE and some other practical activities.</p> <p>No visible tattoos / fake tattoos allowed.</p>
<b>Hair</b>	Excessive hair accessories should not be worn. Long hair must be tied back for PE and some other practical activities.
<b>Hoodies and other non-uniform jumpers or coats</b>	Never allowed in school at any time and will be confiscated if worn.
<b>Caps, hats and other non-religious head coverings</b>	<p>Never allowed in school at any time and will be confiscated if worn, unless the student has an exemption.</p> <p>On very hot days, students may be allowed to wear appropriate sunhats or caps outside only.</p>
<b>Make-up</b>	Small and subtle amounts of make-up are allowed. This includes minimal eye liner, foundation and mascara. Students will be expected to remove excessive make-up.
<b>Contact Lenses</b>	Lenses must be clear only. Coloured lenses are not allowed.
<b>Nails</b>	Nails or false nails must be plain / natural coloured and not excessively long.
<b>Badges</b>	Appropriate badges as issued or approved by the school may be worn on blazer lapels, including those denoting requested pronouns. Badges denoting political campaigns are not allowed.
<b>Headscarves</b>	<p>Plain, black, un-patterned headscarves may be worn (no tassels, logos, fringes or brightly coloured clips).</p> <p>White headscarves may be worn in the summer term. The face must not be obscured in any way.</p>

## Required Equipment for Years 7-11

<b>Item Required</b>	<b>Notes</b>
<b>School bag</b>	Big enough to contain an A4 size folder, all exercise books, planner and equipment, and so handbags are not appropriate.
<b>Exercise books and textbooks issued by the school</b>	Students should bring all the equipment they need to school each day, including the correct exercise books and textbooks.
<b>Pencil case</b>	Pencil cases should include pens, pencils, ruler, rubber. All students joining in year 7 will be issued with a pencil case. Pencil cases must be clear to comply with exam regulations.
<b>Electronic calculator</b>	Appropriate calculators can be purchased from school.
<b>Water Bottle</b>	Students should bring their own bottle to fill from the bottle refilling stations around the site. Water is freely available in both canteens at lunchtime. No non-school compliant fizzy

	<i>drinks, including sports energy drinks, are allowed in school.</i>
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Students studying some subjects at GCSE or A Level may need additional equipment. The school can support with the purchase of this if necessary, and this equipment will be supplied free to students in receipt of Free School Meals.

### Banned Items

Items which are not allowed in school are set in the school's **Searching and Confiscation Policy**. This includes but is not limited to suspected stolen property, knives or weapons (real or pretend), alcohol, illegal drugs and drug paraphernalia, tobacco, cigarette papers, vapes and vaping liquid, lighters, fireworks, pornographic images, bangers or snaps, party poppers, water balloons, laser pointer and spray paint.

### Electronic Devices

Electronic devices, other than mobile telephones for emergency use or devices which students use for learning in class, should not be brought into school. Headphones should not be worn in school.

Mobile telephones, if brought into school for emergency use, must be switched off and kept in students' bags. They may only be switched on and used with the express permission of a member of staff. Details of the acceptable use of mobile phones are set out in the school's **Acceptable Use of Mobile Telephones Policy**.

The school will not take action to investigate the theft or loss of electronic items that have been brought into school. In accordance with the **Acceptable Use of Mobile Telephones Policy**, the school accepts no responsibility for replacing lost, stolen or damaged mobile phones. Parents or carers who allow students to bring mobile phones to school must accept that staff cannot spend time investigating or searching for lost or stolen mobile phones.

### Sanctions for Non-Compliance

All students will be made aware of the arrangements for uniform and equipment at the start of and during the school year. Students who choose to disobey the uniform and equipment expectations will be sanctioned for non-compliance with school rules. This will be done in the context of the school's published sanctions procedures.

It is appropriate for the school to confiscate items of inappropriate clothing or equipment that have been worn or brought to school contrary to expectations. All items of clothing will be kept by the teacher/member of staff confiscating. The student will be informed that an item is being confiscated and that the item is not permitted in the school. The student will be given a reasonable time when the item can be collected. Under normal circumstances this should be within 24 hours. See also the school's **Searching and Confiscation Policy** for further information on other items that are banned in school and the possible consequences.

If mobile telephones or headphones are seen or heard anywhere on the school premises they will be confiscated immediately in line with our **Acceptable Use of Mobile Telephones Policy**. They will be returned at the end of the school day. Student refusing to comply with this confiscation will receive a sanction for defiance in line with the **Behaviour Policy**.

Reviewer: Steven Hogan (Headteacher)

Approval: Approved by PDC on 1<sup>st</sup> November 2023 and Curriculum & Standards Committee on 7<sup>th</sup> November 2023

Date of Next Review: Autumn 2024