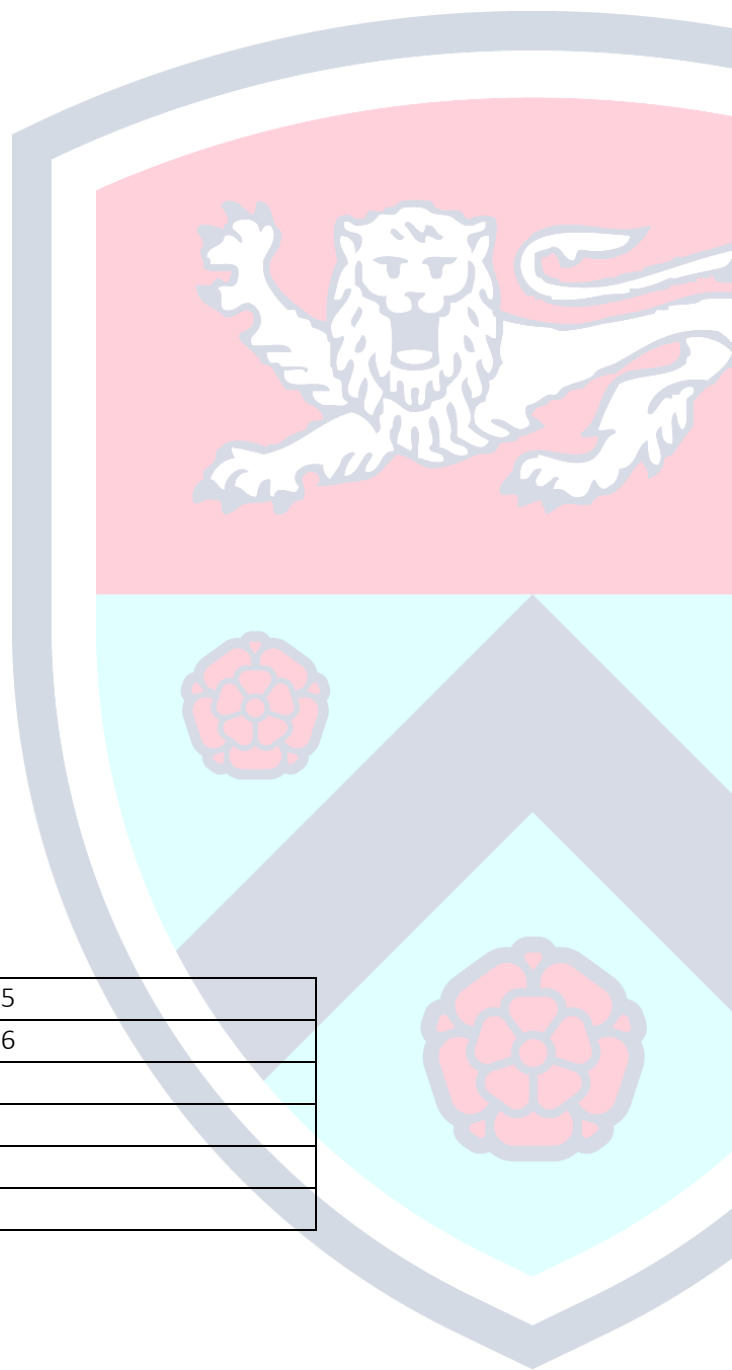




Uniform and  
Appearance Policy



**Document Control**

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### 1. Roles and Responsibilities

1.1 Carnforth High School has overall responsibility for the effective operation of this policy. The **Governing Body** is responsible for approving this policy and monitoring its effectiveness.

1.2 The Governing Body has delegated day-to-day responsibility for operating the policy to the Headteacher.

### 2. Aims

2.1 This policy aims to:

- Set out our approach to requiring a uniform that is of reasonable cost and offers the best value for money for parents and carers
- Explain how we will avoid discrimination in line with our legal duties under the Equality Act 2010
- Clarify our expectations for school uniform

### 3. Carnforth High School's Legal Duties Under the Equality Act 2010

3.1. The [Equality Act 2010](#) prohibits discrimination against an individual based on the protected characteristics, which include sex, race, religion or belief, and gender reassignment.

3.2. To avoid discrimination, our school will:

- Avoid listing uniform items based on sex, to give all pupils the opportunity to wear the uniform they feel most comfortable in or that most reflects their self-identified gender
- Make sure that our uniform costs the same for all pupils
- Allow all pupils to have long hair (though we reserve the right to ask for this to be tied back)
- Allow all pupils to style their hair in the way that is appropriate for school yet makes them feel most comfortable
- Allow pupils to request changes to swimwear for religious reasons
- Allow pupils to wear headscarves and other religious or cultural symbols
- Allow for adaptations to our policy on the grounds of equality by asking pupils or their parents to get in touch with Ms. Carrington, who can answer questions about the policy and respond to any requests

### 4. Introduction and Principles

4.1. School uniform plays an important role in establishing the ethos of a school and is strongly encouraged by the DfE. At Carnforth High School we believe that our uniform policy benefits the school in several ways:

- It encourages pupils to identify with the school and nurtures the notion of community
- It protects children from social pressures to dress in a particular way
- It supports discipline and good behaviour
- It instils a sense of pride in the school
- It promotes more effective teaching and learning
- It is not a prohibitive factor for any family applying for admission to Carnforth High School

4.2. The appearance of pupils is also an important factor at Carnforth High School in promoting good behaviour and ensuring the health and safety of pupils and staff.

4.3. The Government, although it has published guidance, has made it clear that it is for the school's Governing Body to decide whether there should be a uniform and other rules relating to appearance, and if so, what they should be. Therefore, this document seeks to clarify the Governors' expectations at Carnforth High School regarding uniform and appearance.

4.4. The list of the acceptable, not acceptable, and supplementary items pupils are permitted to wear is within this document.

4.5. This includes items parents can apply to the Headteacher for permission to wear. A judgement will be made regarding any request based on whether the item is in sympathy with ethos of the school or any other

judgement including health or safety. The Headteacher in consultation with pastoral colleagues will consider each application and reach a decision as soon as possible but until such time as a decision is made the item should not be worn for school.

- 4.6. Parents/Carers are asked to contact us if they are in any doubt about any item of uniform or issue of presentation for their child so that they can clarify what is acceptable before agreeing to permanent or semi-permanent changes in appearances or sending the child to school wearing those items of which they are unsure, for example piercings.

## **5. Limiting the Cost of School Uniform**

- 5.1. Our school has a duty to make sure that the uniform we require is affordable, in line with statutory [guidance](#) from the Department for Education on the cost of school uniform.

- 5.2. We understand that items with distinctive characteristics (such as branded items, or items that have to have a school logo or a unique fabric/colour/design) cannot be purchased from a wide range of retailers and that requiring many such items limits parents' ability to 'shop around' for a low price.

### **5.3. We will make sure our uniform:**

- Is available at a reasonable cost
- Provides the best value for money for parents/carers

### **5.4. We will do this by:**

- Carefully considering whether any items with distinctive characteristics are necessary
- Limiting any items with distinctive characteristics where possible. Carnforth High School therefore only requires a blazer, tie, and PE kit to be branded.
- Keeping the number of optional branded items to a minimum, so that the school's uniform can act as a social equaliser.
- Avoiding specific requirements for items pupils could wear on non-school days, such as coats, bags, and shoes
- Avoiding different uniform requirements for different year/class/house groups
- Avoiding different uniform requirements for extra-curricular activities
- Making sure that arrangements are in place for parents to acquire second-hand uniform items
- Avoiding frequent changes to uniform specifications and minimising the financial impact on parents of any changes
- Consulting with parents and pupils on any proposed significant changes to the uniform policy and carefully considering any complaints about the policy

- 5.5. We have our own online uniform store to make the purchasing of uniform easier. This enables us to use the best value manufacturers to provide our school uniform items. We also sell stationary via the online store to ensure good values for parents.

5.6. Uniform can be bought online at [www.carnforthhighuniform.com](http://www.carnforthhighuniform.com) . Orders are delivered directly to pupils when available. Alternatively, school uniform is available from Uniform and Leisure, 15 Common Garden Street, Lancaster or Euston Road, Morecambe. Some items can also be purchased from online stores:

**Pleated skirts:**

- Marks and Spencer's [www.marksandspencer.com](http://www.marksandspencer.com)
- Asda [www.asda.com](http://www.asda.com)
- Next [www.next.co.uk](http://www.next.co.uk)

**School Trousers:**

- Next [www.next.co.uk](http://www.next.co.uk)
- Marks and Spencer [www.marksandspencer.com](http://www.marksandspencer.com)
- Matalan [www.matalan.co.uk](http://www.matalan.co.uk)

**School Shoes**

- Matalan [www.matalan.co.uk](http://www.matalan.co.uk)
- Next [www.next.co.uk](http://www.next.co.uk)
- Clarks [www.clarks.com](http://www.clarks.com)
- Marks & Spencer's [www.marksandspencer.com](http://www.marksandspencer.com)
- Asda [www.asda.com](http://www.asda.com)

## 6. Basic Uniform Requirements

6.1. The lists below show the essential uniform items.

### Uniform Requirements

- School blazer\* (compulsory for all years)
- School tie\*
- Plain black pleated skirt
- Black school trousers (tailored with zip front)
- Pale Blue (year 7,8 & 9) White shirt (year 10 & 11)

- Black tights or black ankle socks (no bows/frilled socks)
- Black shoes (heel no higher than 3cms, **not** stilettos, boots, trainers, ballet/dolly/canvas shoes)
- School bag capable of carrying all equipment e.g., pencil case, PE kit, exercise, and textbooks... (no handbags)

### **P.E. and Games Equipment**

#### **Essential**

- Trainers (preferably running trainers)
- Short sleeve training top\*
- Training shorts or skort or leggings\*
- Socks\*
- Studded Boots (molded or metal)

#### **Optional**

- ¾ zip training top\*
- Full zip training top \*
- Tracksuit bottoms\*

#### **Required for football/ rugby/ hockey**

- Gum shield
- Shin pads

It is expected that all pupils bring their full PE kit and get changed for PE lessons whether they are taking an active part in the lesson or not.

6.2. School clothing and sportswear marked with an asterisk (\*) can only be purchased through our school uniform shop (online orders available) or our supplier The Uniform & Leisurewear Co. Common Garden Street, Lancaster/Euston Road, Morecambe (01524 388355) <http://www.ualonline.com/>. All items are embroidered with the school crest or logo where applicable. Other items can be purchased through a store of choice.

## **7. Detailed Guidance**

7.1. We give below some notes for guidance and clarification. School uniform lists can sometimes seem over detailed and over particular. Our experience is that we prevent misunderstandings by being very precise about our requirements. We of course do not wish for parents to spend money on items we do not allow to be worn. The full support of parents is expected with regards to their children wearing the correct uniform.

	Acceptable	Not Acceptable
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<b>Bag</b>	<ul style="list-style-type: none"> <li>✓ School bag (capable of carrying all equipment) - rucksack or large shoulder bag advised</li> </ul>	<ul style="list-style-type: none"> <li>✓ Handbags/purses</li> <li>✓ No bag</li> </ul>
<b>Tie</b>	<ul style="list-style-type: none"> <li>✓ Carnforth High School Tie</li> <li>✓ Prefect Tie</li> </ul>	<ul style="list-style-type: none"> <li>✓ No tie</li> </ul>
<b>Trousers</b>	<ul style="list-style-type: none"> <li>✓ Black</li> <li>✓ Tailored or straight leg with zip front</li> <li>✓ Full length</li> <li>✓ Any belts should be black with discreet buckles</li> </ul>	<ul style="list-style-type: none"> <li>✓ Fashion trousers (denim, flares, or corduroy)</li> <li>✓ Studs, visible buttons, patch pockets, or trimmings</li> <li>✓ Shorts</li> <li>✓ Leggings</li> <li>✓ Lycra or 'jersey' material trousers</li> </ul>
<b>Skirts</b>	<ul style="list-style-type: none"> <li>✓ Plain black pleated school uniform skirt. The skirt should be a length where it sits at the knee. <i>When buying, please allow for growth throughout the year.</i></li> </ul>	<ul style="list-style-type: none"> <li>✓ Very short skirts</li> <li>✓ Rolled up skirts</li> <li>✓ "Stretch" skirts</li> </ul>
<b>Shirts</b>	<ul style="list-style-type: none"> <li>✓ Pale blue shirt, Year 10 and 11 may wear a white shirt if they wish.</li> <li>✓ Tucked in always and buttoned up at the neck. Please allow for growth throughout the year</li> </ul>	<ul style="list-style-type: none"> <li>✓ Casual/fashion shirts</li> <li>✓ Shirts worn without a Carnforth High School tie</li> <li>✓ Shirts worn outside of trousers</li> <li>✓ Shirts with any form of ruffled sleeve or collar</li> </ul>
<b>Shoes</b>	<ul style="list-style-type: none"> <li>✓ Traditional black, flat shoes</li> <li>✓ Black shoes should be worn on the way to and from school</li> </ul>	<ul style="list-style-type: none"> <li>✓ Sports shoes or any form of sports trainers</li> <li>✓ Fashion trainers</li> <li>✓ Heeled shoes</li> <li>✓ Canvas/Dolly/Ballet style shoes</li> </ul> <p>Students will be asked to correct their footwear if not appropriate and the school can provide items, if needs be, for however long is necessary</p>
<b>Socks and tights</b>	<ul style="list-style-type: none"> <li>✓ Plain black socks</li> <li>✓ Plain black tights</li> </ul>	<ul style="list-style-type: none"> <li>✓ Coloured or patterned socks</li> <li>✓ White socks</li> <li>✓ Trainer socks</li> <li>✓ Socks with frills</li> <li>✓ Socks with bows</li> </ul>
<b>Hair</b>	<ul style="list-style-type: none"> <li>✓ Neat and tidy</li> <li>✓ Natural colour</li> <li>✓ If hair is long, it is essential it is tied back, for reasons of health and safety, in some practical lessons (e.g. PE, Science, Art and Technology)</li> <li>✓ Hair must not cover the face</li> <li>✓ Simple coloured hair clips, grips and bobbles</li> </ul>	<ul style="list-style-type: none"> <li>✓ Extreme styles (please do ask in advance if you require further guidance)</li> <li>✓ Hair accessories, e.g. bows</li> <li>✓ Tram lines, asymmetric styles, or other shaved styles</li> <li>✓ Unnatural colour and two-tone colour</li> <li>✓ Hair extensions</li> <li>✓ Very short hair – less than a 'number 2' overall</li> <li>✓ Short hairstyles may be blended smartly and neatly down to a 'number 1' at the back</li> </ul>

<b>Make-up</b>	<ul style="list-style-type: none"> <li>✓ Light Mascara</li> <li>✓ Light Foundation</li> <li>✓ Light Concealer</li> <li>✓ Clear Lip Balm</li> </ul>	<p>Excessive forms of make-up such as:</p> <ul style="list-style-type: none"> <li>✓ Nail varnish/polish with sparkles/glitter</li> <li>✓ Highlighter</li> <li>✓ Blusher</li> <li>✓ Artificial nails, nail extensions, or gel colour</li> <li>✓ False eyelashes, eyelash extensions, or heavy mascara</li> <li>✓ Overly tinted eyebrows</li> <li>✓ Coloured eye shadow/glitter</li> <li>✓ Coloured/glittered lip balm/gloss/lipstick</li> <li>✓ Fake tan</li> <li>✓ Tattoos of any kind</li> </ul>
<b>Jewellery</b>	<ul style="list-style-type: none"> <li>✓ One wristwatch</li> <li>✓ One pair of silver or gold-coloured studs worn in the ear LOBE</li> </ul>	<ul style="list-style-type: none"> <li>✓ Any jewellery other than stated</li> <li>✓ Facial piercings</li> <li>✓ We discourage the use of smart watches. If smart watches are used for communicating, they will be confiscated in line with the mobile devices policy</li> </ul> <p>Should it be required, clear plastic "spacer" studs can be worn for existing nose piercings.</p>

## 8. Breaches of Policy

- 8.1. The Uniform and Appearance Policy will be strictly enforced. Every opportunity will be given for pupils to conform to the uniform policy and rectify any identified issues.
- 8.2. Pupils will be directed to replace any part of their uniform which does not conform to this policy with spare uniform, kept in the pastoral office. This includes shoes, skirts, and trousers.
- 8.3. In the case of piercings, pupils will be asked to remove the piercing. Parents are asked not to allow pupils to have piercings that cannot be removed.
- 8.4. Every arrangement will be made to facilitate the pupil to go home to replace/ remove unacceptable uniform or change appearance if this cannot be done in school. If it is not possible for pupils to go home to change, they will have lessons in the internal suspension unit until such time as they conform to the policy.
- 8.5. If a pupil refuses to replace unacceptable uniform/ remove piercings, jewellery etc. they will go into the internal suspension unit and parents will be notified to seek support for resolving issues.
- 8.6. Persistent breaches of uniform or appearance will result in a sanction, at the discretion of the pastoral team or other staff. The standard sanction is a negative 'uniform' point. When a pupil amasses 3 of these, a C2 after school detention is awarded. This resets every half-term.
- 8.7. The Headteacher or member of the senior leadership team may request permission for a pupil to go home briefly to remedy a serious breach of the school's rules on appearance or uniform. This will count as an authorised absence for as long as the absence is strictly necessary. The parent/guardian of the child will be contacted to arrange collection to support this.
- 8.8. Schools can refuse to allow a pupil to come into school for failing to wear the uniform or maintain the appearance required by the school. This is not a suspension. A suspension is refusing to admit to the school;



in the case of a breach of uniform the school is willing to admit the pupil but insist that they are properly dressed.

8.9. The school is always the final arbiter of what constitutes appropriate and acceptable dress and appearance

## **9. Medical/Sensory Issues**

9.1. In cases where students are permitted to wear trainers due to sensory/medical needs the footwear must be black and free from visible branding or logos. Medical evidence must be provided prior to the permission being given.

9.2. Students are not permitted to wear hoodies or branded jumpers underneath their blazers. Furthermore, all outside coats should be removed when entering the school buildings and pupils will be expected to wear their blazers unless a member of staff in lesson gives permission to remove them. On hot days, the Headteacher may permit pupils to not wear blazers.