



## Innovation, Aspiration and Excellence

### School Uniform and Standards of Appearance Policy

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## 1. Houlton School Uniform Policy

### UNIFORM AND STANDARDS OF APPEARANCE

The UK Department for Education issued new statutory guidance to schools regarding school uniform in November 2021. They made clear that they believe uniforms provide a sense of belonging for students and are helpful in fostering a good learning environment, promoting the ethos of a school. However, they also recognised that schools and parents needed clarification over what is reasonable in terms of a school's uniform policy. All parents understand that when their child transitions to secondary school they will likely require a new uniform so are likely to have planned for this expected cost, but the government seeks to ensure that this is affordable. Houlton School's uniform expectations comply with the latest government guidance.



The new guidance states that, by summer 2023, schools must ensure that their uniform meets the requirements of the new guidelines. Houlton School has already made the necessary tweaks to meet the expectations of the new guidelines, as follows:

- branded items are limited to those uniform items that are long-lasting (e.g. Blazer, skirt, trousers) or where items are relatively low-cost (e.g. a school tie).
- Houlton School's uniform now conforms with this requirement.
- generic items should not be branded, though it would be appropriate to require a particular colour or style so long as these items would be widely available from low-cost retailers (e.g. school shirts, socks).
- Houlton School's uniform now conforms with this requirement.
- branded school uniform items should be machine washable.
- Houlton School's uniform now conforms with this requirement.
- schools' required PE kits may be branded but pupils should not be required to wear different clothes for different activities (e.g. different shorts for football and hockey),

though they may offer additional branded optional items, e.g. tracksuit bottoms, hooded tops.

- Houlton School's PE kit now conforms with this requirement.

- schools should make clear which items are required, and which are optional.

- Houlton School's policy now conforms with this requirement.

- schools should make clear when an item may be purchased from a generic, low-cost retailer.

- Houlton School's policy now conforms with this requirement.

- regular tendering competitions should be run where a single supplier is used for branded items; these tenders should ensure that more than one supplier can compete for the contract to ensure the best value is secured each time. This contract should be retendered at least every 5 years.

- Houlton School last tendered in 2021 and our current arrangements are with trusted local supplier Webb Ellis, who also supply almost all secondary schools in Rugby Borough. The cost of our required uniform was benchmarked to ensure that it is within the range of costs for uniform at other Rugby Borough secondary schools so that we are confident that it represents value for money. You may contact Webb Ellis directly on 01788 567777 / e-mail: sales@webb-ellis.co.uk for further information. We are next due to retender in 2026.

- as soon as practicable, schools should offer a second hand uniform service.

- Houlton School is brand new; therefore, our second-hand uniform shop will open as soon as there are second-hand items available. If you have second-hand or unused items you would like to donate, please contact Friends of Houlton School via the school office.

The following prices are correct in September 2022. Webb Ellis' website has the most up to date information here:

<http://www.webb-ellis.co.uk/schools/secondary-schools/houlton-school/>

The government has stated that the average cost of school uniform in England for a new Year 7 pupil is around £300. The Houlton School required branded School uniform items have been minimised and the best value option is now as follows:

### **Core Uniform:**

Blazer: £32.99 / Tie: £9.90/ **Either** unisex shorts £14.99 (£57.88 Total) **OR** trousers (two cuts available) £16.99 (£59.88 Total) **OR** Skirt £24.60 (£67.49 Total).

### Required branded PE Kit items:

Top	16.99
Shorts	12.50
Socks	6.99
Total	£36.48

Best value core branded items cost (shorts option) inc. PE kit: **£94.36**

*All other uniform items are either optional or may be purchased from generic (e.g. supermarket) retailers as stated below and on the website.*

At Houlton School, we are preparing our pupils for the challenges and opportunities of their future lives. We recognise that it is important that pupils are used to following exemplary standards of dress to prepare them in the future for those specified by the organisation for which they may work. We aim to be excellent in our expectations of all pupils and therefore expect pupils in Year 7-11 to attend wearing full school uniform as per the Houlton School Uniform Policy. Sixth Form students are expected to wear business-appropriate dress, broadly in line with the TLET Staff Dress Code.

It is the parent/carer(s) responsibility to ensure pupils are correctly dressed for the school day. If a pupil fails to wear the correct uniform, or have a business-like appearance, they will be expected to rectify this. Pupils may be asked to change into uniform stored at school, or parent/carer(s) may be called to bring the correct uniform into school. Any refusal by a pupil to adhere to the Houlton dress code policy may result in consequence sanctions and/or the pupil being withdrawn for the day. There may be on-going consequences for persistent refusal to comply with the School Uniform Policy (see Houlton School Positive Behaviours Policy for a complete overview of consequences).

We ask parents and carers to support these expectations and ensure that their child is in the correct school uniform or has a business-like appearance every day.

The school reserves the right to decide on the suitability of any items of clothing and business-like appearance. Should parent/carer(s) be unsure about anything, we encourage early contact with the school before purchasing school uniform items, including footwear, or making changes to appearance.

## 2. School Uniform: Year 7-11

- Grey contemporary style logo blazer (two cuts available) (Webb Ellis)
- **Optional** grey Houlton School logo pullover (unisex – Webb Ellis)
- Tartan kilt-style logo skirt, which, if worn, must be worn on or below the knee; any pupil not wearing the skirt at the specified length will lose the privilege of

wearing it and will be required to wear our contemporary logo trousers instead (Webb Ellis)

- Grey contemporary style logo trousers (two cuts available). Trousers must be at ankle-length and not modified to capri or similar styles (Webb Ellis)
- **Optional** contemporary style logo shorts (Webb Ellis)
- Plain white, shirt /blouse (must be suitable for wearing a tie, may be purchased from a generic retailer).
- Houlton School tartan tie (clip-on style available in different lengths – Webb Ellis).
- Plain apron suitable for practical lessons (may be purchased from a generic retailer).
- Plain, dark (black or grey) ankle socks or black, opaque tights (may be purchased from a generic retailer).
- Black leather or leather look shoes. Canvas shoes, trainers, trainer-style or shoes with logos are not acceptable (see guide pictures - may be purchased from a generic retailer).

### **Jewellery**

- No decorative jewellery may be worn except for one small plain stud (no gem stones) earring per ear.
- Pupils are permitted to wear a watch but smart watches are not permitted.
- Rings, bracelets and necklaces are not permitted.
- Nose studs or facial jewellery of any kind are not permitted.

### **Hair**

- No extreme hairstyles are permitted
- Pupils are expected to have natural hair colours of one shade only.
- No cuts shorter than grade 2 and skin-fade styles are not acceptable.
- Undercuts and razor art are not permitted.
- All hair must be kept neat. Hair that is long enough to tie back should be tied back for both boys and girls at all times in the main (11-16) school, with Sixth Form hairstyles conforming to the appropriate dress code (below).

### **Cosmetics**

- Eyebrows should be natural, not drawn on or with any razor indents.
- False or acrylic nails are not permitted.
- Any nail varnish worn must be clear.

- Make-up must be natural and used only for the purposes of covering blemishes. Eye make-up, lipstick, bronzing or highlighters are not permitted.

Pupils arriving at school with inappropriate cosmetics/hair will be asked to rectify this prior to attending lessons and may be withdrawn from circulation until they have been able to do so.

### **PE/Dance Kit**

Pupils will be expected to bring the appropriate Houlton School PE kit into school on days when PE is timetabled, or when pupils are involved in fixtures/representing the school in sporting events. Pupils must ensure they are equipped with:

- Appropriate trainers for indoor PE / boots for outdoor rugby/football as directed by PE staff (may be purchased from a generic retailer).
- Houlton School PE shirt (Webb Ellis).
- Houlton School PE hoodie (optional but pupils may **not** wear any alternative hoodie – Webb Ellis).
- Houlton School PE shorts **OR** Houlton School bottoms (Webb Ellis).
- Houlton School Base and Mid-layers are available. No other/branded items are acceptable.
- Houlton School PE socks (Webb Ellis). May be used for indoor or outdoor PE.

### **Outer Garments**

- Plain black, dark grey or navy coat only with no large logos (may be purchased from a generic retailer).
- Hoodies are not permitted (except the Houlton hoodie for PE lessons only).
- A scarf / gloves / winter hat is permitted during the winter months but must be removed in all buildings (may be purchased from a generic retailer).
- Pupils wearing a Hijab/turban or other item of clothing relating to religious observance must ensure that it is either black or grey in colour. Full face coverings are not appropriate for wear in school (may be purchased from a generic retailer).
- All pupils should have a suitable bag for their essential daily equipment (may be purchased from a generic retailer).

Webb Ellis Ltd, 5 & 6 St Matthew's Street, Rugby, CV21 3BY. Tel: 01788 567 777  
<http://www.webb-ellis.co.uk/schools/secondary-schools/houlton-school/>

### **Health & Safety**

- Gum shields must be worn for rugby and any other contact sports as directed by staff.

- Shoes or boots worn for outdoor games may not be worn indoors.
- Appropriate footwear must be worn for PE at all times.
- All jewellery must be removed for PE lessons.
- **Design Technology/Food Technology** – An apron suitable for practical work must be worn and ties removed when using equipment in class as and when directed by staff.

**All items of school clothing worn in school should be clearly marked with pupils' names.**



### 3. Sixth Form Dress Code

Sixth Form students are expected to adhere broadly to the TLET staff dress code policy and be dressed in appropriate business wear at all times. Any student arriving to school with inappropriate dress or appearance will be sent home to change and may be issued with an appropriate consequence.

A person's dress and appearance are matters of personal choice and self-expression and some individuals will wish to exercise their own cultural customs. However, Sixth Form students should select a manner of dress and appearance appropriate to the professional environment of the school, which may be different from how they dress when not at school. That also applies to online or virtual learning or when working as part of a smaller group than usual on site.

Sixth Form students should ensure they are dressed decently, safely and appropriately for the tasks and work they undertake. Those who dress or appear in a manner which could be viewed as offensive, inappropriate or provocative will render themselves vulnerable to criticism.

The school's dress code for Sixth Form students is as follows:

#### **TLET Guidance on Dress**

We aim to encourage our Sixth Form students to feel confident and take pride in themselves. This extends across all aspects of their lives: their relationships with their peers, their work, their behaviour and their appearance.

As students attending the Sixth Form, they are in a position to act as role models for our younger pupils, leading by example in all aspects of their work, including their appearance.

Our aim in having a dress code for Sixth Form students is to ensure:

- clear expectations and guidelines are set out for staff, pupils and volunteers;
- students in the Sixth Form are suitably attired to meet safeguarding requirements;
- that all younger pupils have appropriate role models for professional dress; and
- students in the Sixth Form and younger pupils understand the importance of appropriate dress at relevant times (e.g. changing for P.E, covering clothes for art, etc.).

As part of safeguarding for Sixth Form students, it is important that they wear clothing which is:

- appropriate to their role and garments are suitable for the activity e.g. 'moving and handling' or sitting on the floor decide whether trousers are more appropriate than a skirt;
- not likely to be viewed as offensive, revealing or sexually provocative;
- do not distract, cause embarrassment or give rise to misunderstanding;
- absent from any political or otherwise contentious slogans;
- not discriminatory;
- suitably smart/professional clothing and footwear must be worn;
- appropriate clothing should be worn for the activity e.g. changing into sports clothing before P.E. and back into 'professional' dress afterwards; wearing an art apron during messy art activities;
- during out of school visits, the dress code applies; however, if pupils are required to wear alternative clothing due to the nature of the visit, this will be made clear in the visit invite.
- tattoos and body art to be covered and piercings should be subtle and understated;
- jewellery is worn at the individuals own risk and should be modest and appropriate for a professional environment. Care must be taken to ensure it does not cause a health and safety hazard and that jewellery cannot injure a student unintentionally. Ensure all jewellery is removed during P.E./Dance sessions as per expectations of younger pupils and staff.

All clothing must be appropriate for the task or role in school and not breach Health and Safety regulations.

**Table outlining typically suitable items for Sixth-Form dress and appearance:**

Suitable	Not Acceptable
Shirt and tie or smart office style top (i.e. plain shirt, blouse)	T-shirts, shirts without a collar, strappy or revealing tops
Smart tailored trousers or appropriate length smart style skirt/dress	Denim, sports trousers, short or tight skirts/dresses
Leggings worn as tights with an appropriate length smart skirt or dress	Sports shoes, canvas shoes, flip-flops, beach sandals, thigh-high or open boots. High or stiletto heeled shoes
Smart shoes/boots with a flat or low heel (i.e. plain leather, court shoes, smart sandals)	Hoodies, large or offensive logos, sweatshirts, sports tops, casual cardigans
Appropriate (V-Neck) jumper/cardigan	Denim or leather jackets
Smart jacket	Facial or tongue piercings, visible tattoos
Natural hairstyles	Extreme hairstyles/hair colours
Natural and minimal make-up	Hats and caps