

Dress and Appearance Code

WEST HAMPSTEAD SCHOOL



September 2018

Policy Statement

At West Hampstead Primary School we aim to foster a feeling of pride, professionalism and community within our school

We believe that one way of promoting the values of our school is to set a code for pupils and adults in the way they dress and the way they appear in school. By setting this policy we are not making any judgments about the dress or appearance of the children in or out of school but feel setting guidelines helps to create a positive atmosphere in the school which, in turn leads to the creation of an environment which promotes learning and tolerance of others.

We prefer all children to wear school uniform. We believe that it is smart, it gives the school an identity and it gives the child a sense of belonging. We believe that adults are role models for pupils and should dress accordingly. We believe that both adults and pupils should dress appropriately for the activities they are undertaking.

Aims and Objectives:

- To help to promote the core values of the school
- To create a shared ethos within the school where dress and appearance do not become issues of distraction, disagreement and conflict among the pupils.
- To consider issues of health and safety and expense
- To inform parents, children and staff of guidelines for dress and appearance
- To help the Headteacher and staff monitor dress and appearance and pupils to follow the guidelines
- To encourage staff to become good role models regarding dress and appearance.

Guidelines for Implementation

The guidelines for dress and appearance cover four main areas:

- School Uniform
- PE Kit
- Jewellery
- School Footwear

We know that the majority of West Hampstead parents wish their children to wear school uniform and we encourage all parents to support our dress code.

Pupils' Dress - general

Our school uniform is as follows:

- West Hampstead sweatshirt or cardigan
 - Green or white West Hampstead polo shirt
- (a plain white polo shirt can be worn under a school jumper or cardigan)
- Grey or black trousers, skirt or dress
 - Green and white summer dress
 - Appropriate outerwear (coat, hat, gloves, cap) for the season
 - If a hijab is worn it should be white, black, grey or green

If pupils continually forget to wear a school uniform or wear unsuitable items then a letter will be sent home to parents asking them to ensure that their child wears the West Hampstead school uniform. A standard letter is available for all staff to use on such occasions (appendix 1). The Phase leaders will meet with parents who continue to send their children to school without the appropriate uniform.

Pupils' Dress – all Physical Education activities

It is essential, for reasons of hygiene and safety that pupils are equipped to take part in all physical education activities. PE is part of the National Curriculum and is therefore not an optional activity. Pupils are expected to have their PE kit in school at all times. Kits should be taken home to be washed at least every half term and where kits become particularly soiled or wet (for example in KS2 winter outdoor games) they should be taken home for washing and returned before the next PE session.

Details of the required kit are as follows (Year 1 through to Year 6).

- Plain white t-shirt
- Plain green shorts, or grey or black tracksuit bottoms
- Trainers (although children can be in bare feet for some indoor activities).

For winter wear – West Hampstead sweatshirt or cardigan and grey or black tracksuit bottoms.

SWIMMING (Y3 –Y6)

Swimming costume or trunks

Swimming cap

If pupils continually forget to bring in their kit or bring in unsuitable items of kit then a letter will be sent home to parents asking them to ensure that their child brings in the correct kit in future. A standard letter will be sent out by the PE teacher on such occasions.

West Hampstead uniform can be purchased online from the school supplier Mapac or from high street retailers for items that do not have the school logo on.

We ask parents **to name all items of clothing** so that we can return lost property. (See also jewellery section)

Pupil - Jewellery

Pupils may wear watches, but other jewellery is not suitable for the school day.

Pupils wearing jewellery will be asked to remove it. Pupils with pierced ears may wear plain studs. Any pupil wearing pierced earrings must be able to remove and replace them themselves. The safety of all pupils is our first priority.

All jewellery must be removed for PE. It would therefore be very helpful if pupils who wear stud earrings do not wear them on days when they have PE. Parents whose children wear jewellery for religious reasons need to let the Headteacher know in writing. All jewellery will need to be removed during PE.

School staff will accept no responsibility for the safe keeping of watches or jewellery.

School Footwear

Plain socks or tights, white, black or grey, should be worn for school. Shoes should be black, grey or dark blue shoes or trainers. Fashion shoes (platforms, multicoloured shoes, open-toe etc) are not suitable. Shoes heels should be less than 2cm. Plain sandals may be worn in the summer but we ask parents to ensure that they can be tightly secured.

We ask parents **not** to send their children to school wearing:

- Jeans / denim clothing
- Unsuitable shoes e.g. high heels or flip flops
- Branded clothes
- Beach wear e.g. bermuda shorts
- Sportswear e.g. football or cycle shorts or shell suits.
- Make up, nail varnish or excessive amounts of hair gel
- Jewellery
- Extreme haircuts and styles

Equal Opportunities

No adult or child will be discriminated against in the area of dress and appearance on the grounds of gender, race, religion, disability or background. This code has been formulated in line with the school's overall 'Equality Policy'.

Adult Dress and Jewellery - general

A person's dress and appearance are matters of personal choice and self-expression. However staff and volunteers should recognise that they are role models to the children and their choice of dress should uphold the school's expectations for the children.

A minimum dress code will be followed by all adults working in school (paid or voluntary). All adults should be mindful that their dress sets an example to pupils. If staff dress smartly, pupils are more likely to follow suit.

The dress code, whilst not a prescriptive uniform, outlines minimum dress expectations and requirements. The minimum staff dress code requires:

1. That staff wear clothing commensurate to a professional work environment.
2. That clothing should be appropriate for the activity being undertaken.
3. That inappropriate footwear should not be worn eg. Flip flops
4. That staff wear clothing that is not 'revealing' or casual. Denim and sports wear would be considered casual clothing.
5. Clothing is not to display inappropriate logos, promote inappropriate products, or contain inappropriate language or messages.

6. Jewellery, make-up, nail varnish etc should be worn with due consideration to the guidelines for pupils.
7. There should be no visible body piercing and studs other than pierced ears and no visible body art.

Adults, therefore need to exercise professional judgement when deciding what to wear during the course of a normal school day seeking further guidance from the Headteacher when unsure.

For particular activities, such as teaching PE all staff will change into suitable clothing including appropriate footwear.

Lost Property

It is the responsibility of parents/guardians that all school clothing (uniform, PE kit, coats, scarves, gloves, etc) should be marked with their child's name so that it can be returned to the owner when it is lost. All lost unmarked clothing will be placed in the lost property area in Little West Hampstead and parents to look through. The school reserves the right to dispose of unclaimed lost property if it has been in the school for a considerable time.

Problems with complying with the code

At times parents may find it difficult to comply fully with these guidelines. School shoes may be ripped or lost, school jumpers may be accidentally torn or mislaid, children may have cut their own hair or asked a brother or sister to do it. These things do happen and the school is aware of this. Parents should inform the school of any difficulties they may have complying with this code. This may be done through a signed note or a phone call. This will avoid any misunderstandings.

Implementing and Monitoring this Policy

All staff are responsible for implementing this policy. Pupils should be praised when they are wearing appropriate clothing and supportive guidance given when dress falls below expectations.

If children wear inappropriate clothing, make-up or jewellery, the class teacher should discuss the school dress code with them. Initially teachers should have an informal conversation with parents to remind them of the dress code. Parents may need to be contacted by letter to request that they support school policy. Staff should inform the Phase leader if their request to individual parent has not been acted on or if they feel that standards of dress are deteriorating in their class.

The headteacher shall be responsible for ensuring that staff dress appropriately.

Appendix 1 – uniform letter to parents

Dear

At West Hampstead Primary School we aim to foster a feeling of pride and community within our school. We are school that has adopted a uniform to support the children to feel part of their school community. As a uniform school we ask all children to wear school uniform.

Our school uniform is as follows:

- West Hampstead sweatshirt or cardigan
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(a plain white polo shirt can be worn under a school jumper or cardigan)
- Grey or black trousers, skirt or dress
- Green and white summer dress
- Appropriate outerwear (coat, hat, gloves, cap) for the season
- Plain socks or tights, white, black or grey.
- Shoes should be black, grey or dark blue shoes or trainers.
- If a hijab is worn it should be white, black, grey or green

The class teacher recently encouraged you to make sure that wore his/her uniform to school every day. I would like to ask for your support in this.

If you have any questions or concerns, please do not hesitate to contact me.

Yours

Karen Filiz

Appendix 2 – PE kit letter to parents

Date: _____

Dear parent of _____,

As you know, PE is an important part of the National Curriculum, and it is very important that children are properly equipped to take part in their PE lessons at school.

Unfortunately, your child did not have their PE kit in school for this week's lesson. Please could you ensure that they have the correct kit in school ready for their PE lesson next week.

Our PE kit is as follows:

- Plain white t-shirt
- Plain green shorts, or grey or black tracksuit bottoms
- Trainers (although children can be in bare feet for some indoor activities).

If you have any questions or concerns, please do not hesitate to contact me.

Yours

Shaun Purcell
PE teacher