



Uniform Policy

This policy is applicable to: Staff, students and parents

Managed by:	Combined Executive Team	Version: 7
Contact position:	Risk and Compliance Officer	Date approved: 2018
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Rationale

The purpose of this document is to clarify with parents, students and staff the application of the Uniform Policy at Helena College.

The Helena College uniform has been developed in consultation with staff, parents, and students and approved by the College Council. The College uniform is one that students should be proud to wear, as it is an outward statement of the College's identity, and of belonging to the College community.

The policy reflects College community standards and is consistent with occupational safety and health requirements, anti-discrimination and equal opportunity legislation.

It is an expectation that all students comply with the policy, in all its requirements. Enrolment at the College is dependent upon parents and students accepting and supporting the College's uniform policy.

While the College values high uniform standards, it is undesirable to commit an excessive amount of time and resources enforcing this policy at the expense of our core business, which is student learning. To this end, parental and student support is imperative for the College to maintain the uniform standards detailed in this policy.

The College reserves the right, at the discretion of members of the Combined Executive Team, to send home any student not complying with the uniform policy.

The Uniform Brochure will be available from administration at either campus, the Uniform Shop, on SEQTA and also on the College website.

The College uniform is worn to

- Develop a sense of pride and unity
- Support and maintain the high standards at the College
- Create equality amongst students and eliminate competition and discrimination

Failure to comply

All students need to adhere to the uniform policy. Students are to be in full and correct uniform when on College grounds, travelling to and from College, whether by bus, car or walking, and at all College organised activities, unless informed otherwise by the staff responsible for the activity.

- Students not wearing correct uniform will receive a written or email notification from their class teacher or homeroom teacher, which is sent home to parents / caregivers.
- In a situation which the Principal/Head of Junior School deems to be a serious breach of the policy, parents and/or caregivers will be invited to a meeting to discuss the matter.
- Glen Forrest Campus students who are continually inappropriately dressed, and who do not comply with uniform, make-up, jewellery and hair rules, will be withdrawn from classes and parents notified by the Directors of Middle or Upper School.



Uniform Committee

A Uniform Committee that meets on a needs basis to monitor and coordinate any changes to the College's uniform.

The committee is comprised of representatives from staff, students and parents and may include a combination of the following:

- Principal
- Head of Junior School
- Business Manager
- Community Relations Manager
- Permapleat Uniform Shop representative
- P&F representatives
- GFC Student Council representatives

The Uniform Committee is chaired by the Business Manager.

Respect for self

The College expects all students to develop a high standard of dress and to take pride in their personal grooming. Uniforms are to be kept clean, in good repair and pressed.

Change of uniform

As a guide the summer uniform is generally worn during Terms One and Four, with winter uniform worn in Terms Two and Three.

Frequently asked questions

See Appendix A for frequently asked questions in relation to the school uniform requirements.



Appendix A - Uniform A-Z FAQs

Belts

Belts worn by students are to be plain black with an unobtrusive buckle. **No large metallic buckles are permitted.** Belts are to be worn at the waist, to keep the trousers in the correct position.

Casual dress days

The Darlington Campus Year 5 House Captains or Glen Forrest Campus Student Council may organize one or two casual dress days per term to raise funds. Students in casual dress are usually requested to contribute a gold coin for the privilege. The wearing of casual dress on casual dress days is completely voluntary.

The funds raised from casual dress days are directed to various worthwhile causes, as determined by the Student Council, College Principal or Head of Junior School.

Guidelines for casual dress days:

- Students should wear smart, casual clothes suitable for attending school and of workplace standard (ie no short shorts [must be at least mid-thigh length], short mini-skirts or strappy tops are permitted)
- Shoes must be fully enclosed and meet OSH requirements for options programme, workshops, laboratories and kitchens (ie no thongs, open sandals, canvas type shoes, high heels, wedges or stilettos are permitted)
- Shoulders are to be fully covered (ie no skinny strap tops are to be worn)
- No bare midriffs or revealing necklines are permitted
- No inappropriate slogans or graphics on clothing
- Normal jewellery and hair restrictions apply
- In Terms One and Four, all students must wear a hat when outside, but an alternative to the Helena cap / hat is permitted
- At the GFC the Sports Uniform or Outdoor Education uniform must still be worn during those classes.

Any student who fails to comply with these standards will be directed to administration where they will wait until adequate replacement clothes or shoes can be made available.

Chains

Glen Forrest Campus students are not permitted to have locker keys on chains dangling from, or tucked into, their pockets.

Food science and technology uniform

All Glen Forrest Campus food science and technology students are required to wear the following uniform:

- Years 6-10 students are to wear an apron supplied by food science technology department, a food science technology hat and closed-in shoes
- Years 11-12 students are to wear a chef's jacket, closed in shoes and a chef's hat

Graduating students

- Year 5 students may wear the Darlington Campus leader's jacket throughout their final year
- Year 12 students may wear the College leaver's jacket throughout their final year

Hair styles and facial hair

- Hair should be a natural colour, be kept in a clean, neat / combed and tidy manner and off the face
- Hair should not impair vision at any time
- Hair longer than the top of collar should be tied back, so as not to allow it to fall on to the face. Any tie back, headband or hair accessory is to be one of the College colours ie sky blue or navy blue
- Unusual / extreme cuts / styles, eg 'Bali' type braids, dreadlocks, shaved heads, patterned cuts, are not permitted
- The excessive use of hair gel is discouraged
- Students should be clean-shaven at all times
- Sideburns should not extend past middle ear



Hats

There is a policy of **No Hat, Play in the Shade** at the Darlington Campus. All Kindergarten to Year 5 students should wear a hat:

- when they are outdoors and the UV rating is 3 or greater;
- for all sports carnivals; and
- during outdoor physical education classes.

If students do not have a hat then they should stay in the shade.

Glen Forrest Campus students are required to wear the College cap or College hat whenever outdoors during Terms One and Four, for all sports carnivals and during Outdoor Education classes and Physical Education classes that take place outside.

House T-shirts

All students are required to have a House polo shirt (Cardan, Kiara or Waughul). These are compulsory uniform items for all inter-house carnivals. Either the blue College or House shirts may be worn during physical education lessons. **NOTE: House shirts may not be worn for excursions. Whenever students are representing the school and a sports uniform is required the blue polo shirt must be worn.**

Jewellery

Two items of inexpensive jewellery are permitted. A necklace or bracelet must be a fine gold or silver chain. Students may also wear a watch. Earrings count as one piece of jewellery and should be gold or silver simple studs or sleepers only.

- **Bracelets may not be worn when using machinery as they may become caught - OSH requirement**
- **Dangling earrings are not permitted**
- **Leather thongs or strung beads are not permitted**
- **Nose studs, facial or tongue piercings are not permitted. (NOTE: Medic alert bracelets are not counted as jewellery)**

Labelling

All items of uniform (including shoes) should be clearly marked with the student's name.

Leaders' and Leavers' jackets

These special jackets are allowed as a privilege for Year 5 and Year 12 students in their final year of school at each campus. Committees of Year 4 and Year 11 students may assist in creating an individual design for the year group, using the existing type of jacket. Final approval for the jackets is the responsibility of the Head of Junior School and College Principal, as applicable.

The Year 12 student names embroidered on the back of the leavers' jackets must be the student's given name as on the enrolment form or an accepted derivative of the given name. No nicknames are permitted. Year 5's do not have their names embroidered onto the leaders' jacket.

Students are not permitted to have alternative names embroidered on the jackets after they have been received or to alter the jackets in any way.

The final list of student names on the jackets is to be approved by the Executive teams at each campus.

Make-up

Mascara, eyeliner, eye-shadow, foundation, nail polish, coloured lipstick, lip-gloss or any other make-up may not be worn by any students in College uniform.

Nails

Nail polish is not allowed. Nails should be natural. As a student safety issue acrylic nails (plain or painted) are not permitted at school.



Optional uniform items

- Plain navy blue gloves (only to be worn during Terms Two and Three)
- College plain navy blue scarf (only to be worn during Terms Two and Three)

Physical Education Uniform

All Glen Forrest Campus students are required to come to school and leave school dressed in full uniform EXCEPT in the following cases:

- If students have an Outdoor Education class, Physical Education class or excursion that leaves before school OR if they have before school training, the students may wear sport uniform to school. The students should then change into full uniform after the class / excursion / training.
- If students have an after school Outdoor Education activity, Physical Education excursion, team fixtures or training the students may remain in sport uniform after period 7.
- Year 6 students may wear sports uniform every Friday.

School bags and laptop cases

- Darlington Campus students are required to have the plain navy blue College backpack, available from the uniform shop.
- Glen Forrest Campus students are required to have the grey/black College approved backpack or roller bag, available from the uniform shop. Other mainstream branded bags are not permitted.
- All Glen Forrest Campus students on the laptop programme are required to have - and to use - the College provided laptop case **at all times**.

Shoes

- Glen Forrest Campus students should wear black leather lace-up school shoes with heels less than 4cm (black boots, canvas shoes, Vans™, Mary-Janes or ballet flats are not permitted).
- Lace-up shoes should have black laces and be tied up properly at all times.
- Darlington Campus students have the option to wear black leather school shoes (may be Velcro) with no more than 2cm heels, or Mary-Janes.
- All sports shoes are to have non-marking soles.
- Darlington Campus encourages sports shoes to be College colours (navy, pale blue and white) or House colours (red, green and gold).

Skirt / dress length

The specified skirt / dress length is to be just on top of the knee ie no shorter than 10cm from the floor when kneeling.

Sunglasses

Students are encouraged to wear sunglasses outdoors during the summer months (when appropriate).

Tattoos

Visible tattoos, whether temporary or permanent, are not permitted.

Tights

Students wearing tights should ensure that the tights are navy opaque tights and have no holes or ladders.

Undergarments

No undergarments should be visible under the uniform eg round neck t-shirts under open collar shirts.

Variations to uniform

Variations of the College uniform must be explained by a note signed by the parents / guardians and given to by the class teacher or homeroom teachers.

Uniform shop hours

The uniform shop is open during the term:

Tuesdays from 8am-11am

Thursdays from 1pm-4pm

e-mail: uniformshop@helena.wa.edu.au