



The Aylesbury Vale Academy

Success Beyond Belief

A Church of England Academy

UNIFORM POLICY

SEPTEMBER 2009

VISION:

That every young person graduates from Aylesbury Vale Academy as citizens of an international community where they have the mobility borne from their outlook, qualifications, skills and experience to be successful.

GUIDING PRINCIPLES: WE ADOPT THE CHRISTIAN VALUES OF:

- Honesty
- Respect
- Compassion
- Love
- Forgiveness
- Self-discipline
- Creativity
- Hope

OBJECTIVES:

1. All staff comply with governors' expectations that they enforce a consistent approach to standards in Appendices 1 and 2 of personal and student appearance as detailed.
2. All staff comply with governors' expectations that they act as the role models for professional standards of dress as detailed in the Academy Dress Code Appendix 3.
3. Monitor the development of uniform trends to inform future changes of policy e.g. cost of items.
4. Monitor isolation/exclusion information as a result of non-compliance.
5. Ensure regular uniform checks are carried out and evaluate outcomes of these checks.

MONITORING (via Governors' Management Committee):

1. Throughout the academic year the committee will ask to see the full range of information from the objectives and visit the Academy to see first hand.
2. The committee will gain evidence from parental consultation and survey to assess the accuracy of information supplied by the Academy.
3. The chair will ask to see a range of students at any time.
4. The committee will be provided with the findings of the most recent uniform check and parent survey.
5. Visit the Academy to follow lines of enquiry as a result of the committee meeting (adhering to the protocol for governor visits).

REVIEWING

The Governing Body is responsible for reviewing its policies and the Principal is responsible for reporting on the implementation of the policy.

1. Has the policy been successfully implemented?
2. Has the policy had the intended impact in the Academy and on the young people?
3. Are the current objectives to remain the same and do they support other policies and development priorities?

NOMINATED MEMBER OF STAFF:

HEAD OF COLLEGE

APPENDIX 1

Operating Statement

Governing bodies are responsible for deciding whether the Academy should have a uniform policy, and if so, what it should consist of. The Head of College's role is to ensure students comply with the uniform policy agreed by the governing body. Parents/carers should raise any complaints about Academy uniform/dress codes with the governing body. Academy governors should be receptive to any reasonable complaint.

In deciding the format of uniform, the governing body will give high priority to cost considerations. No uniform will be so expensive as to leave students or their families feeling socially excluded. This applies both to existing and prospective students. We agree it is not acceptable for parents of prospective students to be deterred from applying to the school of their choice because they are unable to meet the cost of its uniform. This situation cuts across the Government's aims of supporting parental preference and preventing social exclusion.

The uniform includes items that are readily available off the peg from a number of retail outlets. This enables parents to shop around for the most cost effective options, whilst ensuring their child adheres to their uniform code.

The governing body considers the impact of its policy on parents and students. The Governing Body will consult parents for their views and concerns before deciding on the introduction of a new uniform policy/dress code, or amending an existing one. Governors are receptive to parent's complaints, and handle them respectfully, considering fully the issues they raise. Governors aim to work with parents to arrive at a mutually acceptable outcome.

Physical education

Uniform often includes clothing required for physical education. Aylesbury Vale Academy adopts a sensitive, flexible approach to this issue. We believe that participation and enjoyment of sport is enhanced where students feel comfortable about their PE uniform. This is particularly true for girls. The Academy has chosen a PE uniform which is practical, comfortable and appropriate to the activity involved. Sex and race discrimination issues have been considered.

Non-compliance with a school's uniform policy

Head of College's can discipline students for breach of uniform policy. Exclusion is considered to be a sanction of the Academy uniform policy, especially where it is part of a pattern of defiant behaviour generally.

The Academy is considerate and discreet and aims to establish why a student is not adhering to their uniform policy. If it is because parents are in financial difficulties, we are sensitive to the needs of the student and give their parents time to purchase the required items.

We do not intend to make students feel uncomfortable, nor discriminated against, because their parents are unable to provide them with the required items of Academy uniform.

Equality Issues

Governors have regard to their responsibilities under the Sex Discrimination Act 1975, the Human Rights Act 1998 and the Race Relations Act 1976. In addition, from May 2002 the Race Relations Amendment Act requires schools to have a race equality policy. This requires them to assess the impact of all their policies, including uniform/dress codes on children.

Cultural, race and religious requirements

Whilst students must adhere to the Academy's uniform policy, the Academy is sensitive to the needs of different cultures, races and religions. We accommodate these needs within a general uniform policy.

A student will not be disciplined for non-compliance with the Academy uniform policy, which results from them having to adhere to a particular cultural, racial or religious dress code.

Sex discrimination issues

The Academy ensures that their uniform policy does not discriminate on the grounds of gender.

Home to Academy Travel

Aylesbury Vale Academy is aware of the need to encourage children to walk and cycle to the Academy and has considered this when determining the design and style of uniform.

APPENDIX 2

A high standard of personal appearance is expected of all students and anyone arriving at the Academy in non-uniform clothing may expect to be sent home to get changed.

- **Jacket.** The logo will be embroidered onto the jacket.
- **Tie.** This will be navy blue and have the new logo on it. It must be tied on the usual way with the knot visible at all times and showing the Academy logo at the front.
- **Plain White Shirt.** Available from any high street store. Tucked in at all times.
- **Plain Grey Trousers.** Not denim trousers or jeans. Available from any high street store (see the Academy's colour chart for the tone of grey).
- **Grey Pleated Skirt.** Available from any high street store (see the Academy's colour chart for the tone of grey)
- **Plain Black Shoes.** Not trainers (of any colour), sandals, stilettos, open toes or sling backs
- **Socks.** Black, grey, white or neutral tights (girls)
- **Hijab.** Plain white cotton which must be tied at the front or at the back for practical lessons
- **Kameez.** Plain white cotton

NOTE: The Academy will NOT accept any clothing which covers the face.
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- **Outside Coat/Jacket.** Provided by the Academy, a high quality reversible waterproof, inner fleece lined jacket with the Academy logo embroidered on the waterproof side and plain on the fleece side. **No other external clothing is allowed.**
- **V-necked Tank Top (Grey).** If a jumper is to be worn with the blazer (not instead), it must be this v-necked tank top with the Academy logo embroidered. No other sweatshirt or jumper is permitted. This can be ordered at Student Reception.

All students

The only jewellery allowed is one small stud, no larger than 3mm, in each ear and a watch. No other jewellery may be worn at any time, e.g. rings, necklaces, nose studs, lip piercings etc. Any students attending the Academy with unacceptable jewellery will have it removed and parent/guardians will be required to make an appointment with a staff member to arrange collection. The wearing of baseball caps is not allowed. Only hair colour that is deemed natural will be accepted in the Academy. Only make up of muted and discrete tones such as foundation will be allowed. Striking colours that do not blend with ones skin tone are not allowed.

Bags

The only bags allowed will be those big enough to carry Academy exercise books, text books and Physical Training (PT) kit. Exercise books are all a minimum of A4 in size. Parents/carers and students must ensure that their bag can carry a number of these books plus any additional equipment they need for the day ahead.

Handbags are not allowed.

Sixth Form

Clothing should be business dress at all times, and those items that are listed above as acceptable equally apply to the Sixth Form. (See Sixth Form Dress Code below).

PT Kit

All items of PT Kit can ONLY be purchased at Student Reception (with the exception of trainers and football boots). The following PE kit is compulsory:

Boys and Girls

- Polo Shirt - Academy logo, navy blue with college colours
- Shorts/Skorts - Academy logo
- Academy logo, navy PE sweatshirt
- Socks – Navy Blue
- Trainers
- Football boots

You also have the option to buy tracksuit bottoms with the Academy logo. If specialist sports clothing, dance clothing or equipment is required, this will be discussed on an individual basis.

Jewellery

No jewellery can be worn in PE or Technical Areas under any circumstances
Earrings MUST be removed

It is suggested that students only get ears pierced at the start of the summer holidays.
As sixth formers, you are role models and it is vital that your conduct be exemplary in every way. This extends to your dress.

Our expectation is that all students in Years Twelve and Thirteen dress with pride, in a manner suitable for a professional working environment. The table below outlines clearly the dress code in place in the Aylesbury Vale Academy.

Young Men	Young Women
<p>Essential:</p> <ul style="list-style-type: none"> • Smart shirt and trousers • Suite jacket • Tie • Smart shoes <p>Permitted:</p> <ul style="list-style-type: none"> • Smart cardigan or jumper (not a sweatshirt) • Stud or small hoop earrings • Simple Jewellery 	<p>Essential:</p> <ul style="list-style-type: none"> • Smart blouse or top with skirt of reasonable length or trousers • Suite jacket • Practical smart shoes (flat with a moderate heel. Stilettos and flimsy fashion shoes are not suitable for school) <p>Permitted:</p> <ul style="list-style-type: none"> • Smart cardigan or jumper (not a sweatshirt) • Stud or small hoop/drop earrings • Simple Jewellery • Modest makeup

Not permitted

- Visible Tattoos – these may result in students losing their place in the Academy.
- Jeans
- Trainers
- Hoodies
- Sleeveless shirts/tops
- Clothing with chains and attachments
- Clothing with offensive statements
- Any other facial piercings
- Impractical or dangerous footwear

Please see attached on how students should look.

APPENDIX 3

Staff Dress Code

The accepted items of clothing agreed by the Governing Body must be worn whilst at work. Employees have a responsibility to ensure their clothes are clean. Staff are reminded that some clothing and clothing accessories may pose a risk to their personal safety and that of others.

All staff must wear photo identification at all times during work hours and should produce this on request.

Smoking

The Academy operates a 'no-smoking' policy. Staff wearing Academy staff ID badges are not permitted to smoke within view of the public or students. Staff wishing to smoke must leave the site and remove their badges or smoke in their own vehicle off the Academy grounds.

Security

For security reasons, all employees, students and visitors to the premises must be readily identifiable. This means that Premises, Reception and other staff and students should be able to identify a person on the site, usually by comparing their face to the photograph on their identity badge.

For this reason:

- At all times while on the Academy site, staff and visitors must be able to present their ID card for inspection. In all circumstance the card is to be on display, for example clipped to a waistband or breast pocket, or worn on a lanyard. Visitors must similarly carry their visitors' cards where issued with one. Anyone who refuses permission for them to do so may be removed from the Academy's premises.
- Clothing obscuring an individual's face is not allowed on the site, except when required for health and safety or work-related reasons.

Job Placement Requirements

A uniform may be required for particular tasks, either within the Academy or during placements with external organisations. Employees and students of the Academy will be required to comply with such requirements.

Offensive Dress

Where staff or students perceive that a particular slogan or symbol on clothing is offensive (for example, obscene, racist, sexist or sectarian) the wearing of such slogans or symbols will be considered as a potential disciplinary offence and dealt with accordingly. The disciplinary processes for students are detailed in the Academy's behaviour policy and those for staff in the Bucks Framework for Managing People in Schools.

Religious and Other Considerations

The Employment Equality (Religion or Belief) Regulations, which came into force in December 2003, mean that it is unlawful to discriminate against individuals because of their religion, religious belief or similar philosophical belief. This includes the wearing of items arising from particular cultural/religious norms (for example, saris, turbans, skullcaps, hijabs, kippahs and clerical collars).

If the Academy's Dress Policy produces a conflict with an individual's religious belief, the individual's line manager or the student's form tutor will, with the aim of finding a satisfactory compromise, sympathetically consider the issue consistent with the objectives of this policy. Such consideration may include ensuring that a version of a uniform includes headwear where the wearing of turbans should not be prohibited unless there is an over-riding health and safety need.

There will be circumstances, such as in science laboratories or on student placement visits, where it may be necessary to impose particular dress codes.

The health, safety and security of members of the Academy community must be the Academy's prime consideration at all times. Where the health and safety or security of the person wearing the dress (or that of others) is compromised, it may be necessary to request that the person does not wear that dress or a particular aspect of it. This will be handled with sensitivity and the reasons for the request given.

General Guidance

Staff are expected to have a neat, clean, smart and professional appearance at all times which includes a suit, with a shirt and tie for men and with a shirt/blouse for women.

If staff are unsure about the appropriateness of their dress, they should speak with their line manager.

Presenting a bodily appearance or wearing clothing which is considered inappropriate, offensive or obscene, or which endangers the health and safety of the staff member or others are prohibited whilst at work. The Academy recognises that clothing that may be interpreted as appropriate to some groups or staff may not be considered appropriate to others.

Footwear should be clean, smart and professional in appearance (no trainers).

Health and safety/risk assessment

Health and safety requirements may mean that for certain tasks specific items of clothing such as overalls, face masks, protective clothing etc must be worn (provided by the Academy).

The health and safety and welfare of the staff member, students and the public should not be compromised by the manner of dress of a staff member.

Staff are expected to undertake a personal risk assessment with regard to the clothes they wear and how their hair is worn, depending on their work environment.

Certain items of jewellery (e.g. large hoop earrings) could:

- Be used against staff in an emergency situation
- Get caught in equipment (long necklaces)
- Expensive jewellery – may attract unwanted attention. Employees who wish to wear such items of jewellery are reminded that they do so at their own risk. It is advisable that such items are taped-up or taken off and placed in a safe place.

Staff should ensure that their nails are clean, smart and of a professional appearance.

Facial Hair: to be kept on a manner that ensures a clean, smart and professional appearance.

Personal Hygiene

All staff should pay attention to their personal grooming and dental hygiene, for health reasons and so as not to discomfort others. This includes odours as a result of smoking.

Chewing gum is not permitted whilst on duty.

Should a member of staff report to work smelling of alcohol, the Framework for managing people will be referred to.

If a member of staff has a health condition which impacts on their personal hygiene, the Academy's sickness absence procedure will be followed. This may include a referral to the Occupational Health department to further explore the condition and the support the Academy can offer the individual.

Exceptions to/Breaches of the Dress Code

Adherence to the dress code is every staff member's responsibility. If staff feel unhappy with their manager's interpretation of this policy, they should try and resolve any issues informally with their line manager. If this fails, they may take recourse to the Academy's Grievance Procedure.

Monitoring adherence to the dress code is the responsibility of all staff that have a management or leadership role. If a breach in the dress code has resulted in the injury of a student, parent or member of staff, an incident form should be completed. Breaches of the code may result in disciplinary action, under the Bucks Framework for Managing People in Schools.

In a member of staff reports for work inappropriately dressed, they may be required to return home to correct their dress or personal hygiene.

Further Guidance

Further guidance on the application of this policy is available from the Human Resources Manager.

Clothing and accessories which compromise personal safety

- Footwear – staff must be able to respond to potential injuries or any emergency situation without placing themselves at risk, therefore for Health and Safety reasons, the wearing of opened toed or open backed types of footwear, high heeled shoes and flip flops should be avoided.
- High heeled or open toed shoes during manual handling manoeuvres
- Clothes which restrict movement during manual handling manoeuvres
- Clothes which can easily snag on equipment during manual handling manoeuvres e.g. cardigans, loose pockets

- Neck ties, necklaces, scarves or metal chains if a dangerous situation occurs or is likely

Clothing, accessories and personal appearance which are considered inappropriate or unprofessional

- Miniskirts
- Lycra cycling sorts or leggings
- Transparent or “see-through” blouses, dresses or shirts
- Very tight clothing
- Any adornment such as chains or spikes that reasonably could be perceived as or used as a weapon
- Any symbols, styles or attire frequently associated with intimidation, violence or violent groups
- Tracksuits or combat trousers
- All denim clothing
- Sweatshirts and similar casual tops
- Clothing with tears, holes and rips
- Low-cut T shirts or blouses
- Crop-tops
- Political, trade union badges or emblems
- Items of clothing bearing large logos or graphics, including texts, which could cause offence
- Attire with messages or illustrations that are indecent, vulgar or that advertise any product or service not permitted by law to minors
- Large exposed tattoos
- Piercings that could be considered unsightly or threatening to Academy community, or which are health and safety risk

APPENDIX 3

APPROVED	JULY 2009		
REVIEW DATE	JULY 2010		
SIGNED PRINCIPAL		PRINT NAME	
SIGNED CHAIR OF GOVERNORS		PRINT NAME	