



Uniform Policy – Senior School

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1. Aim

The aim of this policy is to provide a smart uniform that promotes equality and encompasses the ethos of the School to help promote a good working environment.

2. Objectives

At Woodbridge School Prep the objective of wearing the School Uniform is to:

- Engender a sense of pride in the School
- Promotes a sense of community and belonging towards the School
- Allow the child to be identified with, and as part, of the School
- Allow the child to feel equal in terms of their appearance relative to their peers
- Be practical and smart
- Be suitable wear for School
- Be designed with Health and Safety in mind
- Prevent wearing of clothes that may be unsuitable for the School day.

Note:

Please ensure that ALL garments brought or worn to school are properly marked with name-tapes. Footwear should also be clearly marked.

Pupils' appearance is important for the public image of the school. Children should wear the correct uniform, with no modifications, either in colour or content, and they should arrive at depart from School properly dressed.

• A uniform list is given to each new pupil who joins the School and items are available from the School Shop (apart from Sixth Form Uniform).

• Parents are encouraged to make sure that their children are correctly dressed for School and that their uniform is clean and in good condition.

- If a pupil regularly fails to adhere to the School rules, the tutor is asked to contact the parents. If the pupil continues to fail to adhere to School rules the Head of House/Year is informed and if the pupil still fails to comply with the dress regulations, they run the risk of being sent home by the Head or nominated deputy.

- No facial or body piercings are permitted nor tattoos (which are illegal on anyone younger than eighteen years of age).

- Pupils are recognisable as being part of the School, irrespective of time, when they are wearing their uniform, and must therefore make sure that they are always dressed smartly and behave accordingly.

- The final decision on the suitability of student appearance rests with the Head and the Deputy Head (Pastoral). In some cases, the student may be sent home to change into appropriate uniform.

We continue to be sensitive to individual circumstances and needs. Students may choose to abide by either boy or girl specifics. The starting point for this is to contact the Deputy Head (Pastoral)

3. Students Wearing Sports Kit in Lessons

At times it is necessary for Students to wear their sports kit in lessons or in school grounds.

Students in the following situations will be able to wear sports clothes when not actually doing sports.

1. If students wear sports kit in lessons, they must wear it neatly and the clothes must not be in a poor state of repair. Track suit bottoms must be worn

2. If a student has a fixture that requires them to travel changed in sports kit they will be permitted to change at the break before they depart.

3. Students who have PE after break (period 4 & 5), may change into sports kit during break.

4. If students have Elite Performance Group they are allowed to come into school in kit, but must change into school uniform for lesson 4

Note - students may only attend lunch in sports kit:

- If they have or have had a lunchtime practice with a member of staff 1.45 – 2.15pm;

- If a member of staff has arranged it so students can leave early for an away match;

- If they are part of the Sports Leaders team on a Friday afternoon;

- If students have an early lunch prior to a sport practice.

4. Sixth Form Improper Uniform

Sixth formers are required to adhere to uniform guidelines which are set out in the Sixth Form Booklet and below. Failure to comply with the School's expectations will result in the following formal procedure:

Students will be spoken to by their tutor or any other member of staff and reminded of the uniform guidelines. The next time the tutor or member of staff will pass the student's name to the Head and/or Deputy Head of Sixth Form.

If there is continual infraction of the uniform rules the student will be put into detention by the Head of Sixth Form and a letter or email will be sent to parents seeking support. If necessary, students may be asked to change into school uniform held by Head of Sixth Form.

The Head and Deputy Head Pastoral reserve the right to send a pupil home for repeated uniform infractions.

5. Requests

Any request to deviate from the stated uniform policy needs to be agreed in advance with the Head.

6. Uniform Shop:

Coes of Ipswich

Contact Details: Coes may be contacted via email: schools@coes.co.uk or tel 01473 256061.

Internet: Uniform is also available for purchase over the internet. By clicking on the attached link, you will be taken directly to Coes website. www.coes.co.uk (to go directly to schoolwear click on this link [Woodbridge School | Coes](#)).

7. Second Hand Uniform Shop:

Second hand uniform shop: - This is located at the Senior School. Normal opening hours are 15:00 – 16:45 every Friday during term time.

8. Compliance and Monitoring arrangements

This policy will be subject to a thorough review process on a three yearly basis. This will ensure that practice across the Senior School is in line with this policy, the complaints procedure and with current guidance and legislation.

Appendix I

Year 7-11 Specific aspects of uniform to be noted

School Coat - From Sept 2023 this will be the only coat students (Y7-11) can wear in school. However, we do see that a sudden introduction of an extra item can be problematic, so from Sept 2022 the coat will be our preference but not the only thing students can wear.

Further information on PE kit:

- Girls can wear shorts (from Coes) rather than a skort should they wish
- We do not allow pupils to wear non-school tracksuit trousers or tops
- Trainers must be for sport and not leisure
- Gum shields are essential for hockey and rugby
- Hair must always be tied up
- Water bottles are also required

Jewellery & nails - single stud earrings and clear nail varnish are the only forms allowed

Hair - Although we do not wish to inhibit students who wish to express their individuality, we do not accept that extreme hair styles & colours are appropriate in a school environment. We would therefore discourage parents from allowing their children to adopt such styles. We reserve the right to judge a hairstyle as 'extreme'.

Make-up - pupils are allowed a light application of make-up. However, if we deem a pupil to be wearing too much make-up, the pupil will be asked to remove it. We reserve the right to judge how much is too much.

Skirt lengths – Skirts must sit on, or near to, the knee. If in doubt pupils will be asked to place their palm flat against their leg with the little finger resting along the top of the knee bone. There should not be a gap between thumb and skirt.

Appendix 2

Sixth Form Uniform

All pupils in Sixth Form

Detailed below are the Sixth Form uniform requirements as well as items such as hair and jewellery. Sixth Form students were consulted on these requirements in July 2021 (and July 2022) and had a significant input in finessing our expectations.

We continue to be sensitive to individual circumstances and needs. Students may choose to abide by either boy or girl specifics. The starting point for this is to contact the Deputy Head (Pastoral) and Director of Sixth Form.

Jewellery

We reserve the right to deem any jewellery (or combination of jewellery) as inappropriate, given its size, impracticality or inappropriateness.

Bracelets	Anything within reason (see above)
Necklaces	Anything within reason (see above)
Earrings	No dangles, hoops, chains or ear stretchers
Other piercings	No facial / tongue piercings

Nail length & varnish

No false nails. Must be practical and safe.

Hair

Although we do not wish to inhibit students who wish to express their individuality, we do not accept that extreme hair styles & colours are appropriate in a school environment. We would therefore discourage parents from allowing their children to adopt such styles.

We reserve the right to judge a hairstyle as 'extreme'.

Make-up

Sixth Formers are allowed a light application of make-up. If we deem a pupil to be wearing too much make-up, the pupil will be asked to remove it.

We reserve the right to judge how much is too much.

Option - Boys

The criterion at all times should be to dress as if for interview.

This version should have the following basic items:

Suit	Plain coloured (sober stripes are allowed)
Trousers	Trousers must be smart and creased
Round or V-necked jumpers	If worn, must be plain and the tie must be visible. No baggy jumpers. ¼ zip can be worn.
Shirt	Any formal shirt; city check, striped or plain
Tie	Tie/representative tie
Socks	Dark socks
Raincoat/top coat	Any style/colour. Must be able to fit jacket underneath
Shoes	Dark brown or black shoes – plain formal style

Option - Girls

The criterion at all times should be to dress as if for interview.

This version should have the following basic items:

Suit

A complete smart, formal tailored suit in a plain colour. This must consist of a matching jacket with either skirt or trousers. Jackets must be worn at all times, even under coats

Skirts

If worn, skirts must not be tube skirts and must sit on, or near to, the knee or calf length.

If in doubt about the correct length at the knee, pupils will be asked to place their palm flat against their leg with the little finger resting along the top of the knee bone. There should not be a gap between thumb and skirt. Skirts should allow for easy movement.

Trousers

If worn, trousers, should be cut to sit at the waist, should be of a classic tailored fit and of an appropriate length for school footwear, not cropped. Stretch fabrics, linen or denim are not suitable. Subtle check or pinstripe is acceptable.

Blouse

A smart blouse with collar, shoulders covered

Jumper

V-neck, roll and/or round necks are acceptable so long as they are fitted – no baggy jumpers. Fitted cardigans are also allowed.

Tights

Plain or patterned tights of a dark colour (no ladders or holes). No socks and tights together

Shoes

Flat to medium heel shoes. No boots, plimsolls, trainers or the like

Raincoat/coat

Any style/colour. Must be able to fit jacket underneath

A note on PE kit for all:

- Girls can wear shorts (from Coes) rather than a skirt should they wish
- We do not allow pupils to wear non-school tracksuit trousers or tops
- Trainers must be for sport and not leisure
- Gum shields are essential for hockey and rugby
- Hair must always be tied up
- Water bottles are also required