



## CATHERINE MCAULEY CATHOLIC COLLEGE UNIFORM & APPEARANCE POLICY

<b>APPLICABLE TO</b>	Staff, students and parents
<b>DOCUMENT OWNER</b>	College Principal
<b>APPROVAL DATE</b>	Term 1 2021
<b>APPROVED BY</b>	College Leadership Team
<b>LAST REVIEW DATE/S</b>	New Policy
<b>NEXT REVIEW DATE</b>	12 months from implementation date
<b>RELATED DOCUMENTS</b>	CSO School Uniform Policy 2019

### Purpose

Catherine McAuley Catholic College is committed to ensuring students strive to achieve the Mercy value of excellence in all areas. This applies to personal appearance and the way in which students wear the required college uniform. It is expected that all students comply with policy guidelines and wear their uniform with pride at all times.

A uniform dress code reinforces in students a pride in their own appearance, instils a sense of belonging and recognition of themselves as an integral part of the College community, and assists in developing pride in representing their college. Issues of equality, health and safety, and expense are also factors that contribute to the establishment of a uniform dress code.

### Policy Statement

Catherine McAuley is committed to ensuring school uniform requirements will:

- consult the College community if there are any future changes to the uniform.
- be consistent with health and safety considerations.
- comply with anti-discrimination legislation.
- promote equality, pride and a sense of belonging amongst all students.
- provide uniform options, including shorts and pants, in all uniform categories for all students, regardless of gender.
- provide a functional, fashionable and durable uniform that is cost effective and practical for the College environment.
- give meaning and expression to the College's mission statement, values and visual identity.
- give visual expression of the high standards of the College in gaining and maintaining community trust and respect.

It is an expectation that all students will wear the correct uniform and are supported by their parents/carers to do so.



## Definitions

**Changing school uniforms** means the entire uniform being replaced. Where the uniform is to be completely changed then the consent of the appropriate Assistant Director of Schools is required.

**Modifying school uniforms** means an addition to or alteration of one part of the uniform.

**School uniform requirements** mean a written statement of school's expectations regarding student appearance that applies:

- during school hours
- while travelling to and from school
- when students are engaged in school activities out of school hours.

It clearly explains:

- defined standards for the general presentation of students, including headwear, footwear and other aspects of general presentation
- defined specifications for garment design and colour
- strategies for managing non-complying students.

**Supply arrangements** mean the commercial arrangements for the supply of school uniform items. In considering supply arrangements, the principal and uniform committee should consider the following:

- costs
- quality of items
- quality control of the supplier
- reliability, continuity and lead time of supply
- ability of manufacturers/suppliers to meet required delivery deadlines
- selecting Australian made items or using local businesses
- selecting manufacturers/suppliers that can provide evidence that they meet ethical manufacturing standards
- sustainable production of items
- how and where parents or carers can purchase items
- cleaning requirements and costs
- returns policy for faulty stock
- re-use or recycling of items.



## Scope

This policy applies to all students, with an expectation of full support from all staff and parents.

## Guiding Principles

- The Catholic Schools Office of Maitland-Newcastle (CSO) supports the wearing of a school uniform which promotes a sense of belonging for students and creates a positive identity for the school community. School uniforms also contribute to the personal safety of students by allowing easier recognition of students inside the school and in the community.
- This policy is a “Door to Door” policy. The College expects students to wear the uniform during school hours, while travelling to and from school, and when engaged in school activities out of school hours, unless otherwise advised.
- Parents/Carers who enrol their children at the College have accepted these uniform requirements and make a commitment to support the guidelines for both uniform and appearance. Parents/Carers and students agree to this when signing the Codes of Conduct during the enrolment process.
- All students should have the opportunity to access the full range of school activities, including physical activities, while wearing a school uniform.
- School uniform requirements should consider the diverse nature of a school’s student population.
- Decisions about school uniform requirements must comply with work health and safety and anti-discrimination legislation. The school uniform should promote the health and safety of students by identifying items necessary for particular activities to protect students from injury (for example, items for sun protection or safe footwear).
- The College has a written agreement in place with Ranier Design Group which sets out the terms and conditions and supply arrangements. The College must comply with procurement requirements to have an on-site uniform shop operated by any party.

## Implementation

- Guidelines for both the uniform and grooming will be explained to families at meetings, in written correspondence, in the enrolment interview and published on the College website and in Newsletters.
- An Interim College Uniform Advisory Committee consisting of College staff, Catholic Schools Office representative (Parent Liaison & Resources Officer), parents and a contracted visual designer worked collaboratively throughout 2019 with the appointed uniform provider, Ranier Design Group, in designing a functional, fashionable and cost-effective foundation uniform. An evaluation of the uniform will occur as required.
- College Uniforms can be purchased on-line. Periodic fitting times will be organised and published by the College, with other fittings to be arranged by contacting the College Office. A small amount of stock of some restricted garments may be available in emergencies but essentially all purchases are to be made directly online with Ranier Design Group.
- Uniform and appearance checks will occur daily. Persistent breaches will be directed to the relevant Leader of Wellbeing. The College’s response to a student not wearing should be appropriate, fair & consistent. Students who do not comply with expectations without sufficient explanation will be issued with a consequence consistent with the College Wellbeing & Pastoral Care Policy.
- Students consistently out of uniform will be referred to the Assistant Principal or Principal and may face consequences up to and including suspension from school.



- If necessary, for repeated or more serious uniform infringements, a student may be withdrawn from class and parents notified.
- College hats must be worn during specified times when outdoors (as noted below).
- When a student is unable to wear the full school uniform for any reason, parents are requested to provide a signed note of explanation. It would be expected that this would be an extremely rare occurrence and would not exceed one day.
- Families who are struggling financially may apply for assistance in providing a uniform for their child by contacting the Principal or Assistant Principal. To assist families, the College will endeavour to organise a clothing pool once it commences.
- Parents seeking exemptions to the Uniform Dress Code must apply in writing to the Principal. The Principal will make the final decision.

## Uniform & College Dress Code

Junior Academic (Years 7 – 9) Females	Senior Academic (Years 10 -12) Females
<ul style="list-style-type: none"> <li>• College dress* or College formal shorts**</li> <li>• College short or long sleeve shirt (with shorts or trousers)</li> <li>• College trousers (optional)</li> <li>• College socks (without tights)</li> <li>• College tights (optional)</li> <li>• College cap/sunhat (compulsory summer season)</li> </ul> <p>* College dress is to be no shorter than the bottom of the student’s knee.</p> <p>** The length of the shorts is not permitted to be altered.</p>	<ul style="list-style-type: none"> <li>• College dress* or College trousers</li> <li>• College short or long sleeve shirt (with trousers)</li> <li>• College tights (Mandatory in Winter Season with dress)</li> <li>• College socks (without tights)</li> <li>• College blazer (Mandatory in Winter Season, optional in Summer Season)</li> <li>• College cap/sunhat (compulsory summer season)</li> </ul> <p>* College dress is to be no shorter than the bottom of the student’s knee.</p>
Junior Academic (Years 7 – 9) Males	Senior Academic (Years 10 – 12) Males
<ul style="list-style-type: none"> <li>• College short sleeve shirt*</li> <li>• College long sleeve shirt (optional)</li> <li>• College shorts**</li> <li>• College tie (Winter Season only)</li> <li>• College trousers (optional)</li> <li>• Adjustable college black leather belt</li> <li>• College socks</li> <li>• College cap/sunhat (compulsory summer season)</li> </ul> <p>* College shirt may be worn out in Summer Season, tucked in during Winter Season.</p> <p>** The length of the shorts is not permitted to be altered.</p>	<ul style="list-style-type: none"> <li>• College trousers</li> <li>• College shirt (short or long sleeve) *</li> <li>• College tie**</li> <li>• College blazer (Mandatory in Winter Season, optional in Summer Season)</li> <li>• College socks</li> <li>• College cap/sunhat (compulsory summer season)</li> </ul> <p>* Must be tucked in.</p> <p>** In cases of extreme weather, the College will make appropriate considerations for student comfort.</p>



## Seasonal Information

Winter Season is defined as commencing on the 2<sup>nd</sup> Sunday in May (Mother's Day) and concluding on the 1<sup>st</sup> Sunday of September (Father's Day).

Summer Season is defined as all times outside of Winter Season.

## Formal Events

Students will be required to wear the Winter Season uniform on days designated as formal events which may occur during Summer Season e.g college photo day, start of school year celebrations, etc.

## College Bag

All students are required to purchase and use the official Catherine McAuley Catholic College backpack.

## College Hat

The College takes the issue of sun safety seriously and notes that our region has some of the highest incidents of melanoma in Australia. As a result, all students are required to have either a college cap or sunhat during the summer season. Students will not be permitted into open sun affected areas during summer season breaks unless they have a college hat.

Additional sun cream will be available from Student Services.

## Uniform Requirements - Sport (Years 7 – 10) – Unisex

- College polo shirt
- College sport shorts\*
- College socks
- College cap sunhat

\* The length of the shorts is not permitted to be altered.

## Additional Unisex Items

The following items are optional for all seasons.

- College soft shell jacket
- College jumper
- College cardigan
- College tracksuit pants (practical PDHPE / sport days only)
- College long sleeve tee shirt (practical PDHPE / sport days only)
- College beanie
- College scarf
- College hair ribbon

## Personal Grooming

The College maintains high standards of personal grooming for all members of the community. Each student must be aware of and maintain these expectations.



## Facial Piercing

Facial piercing of any kind (i.e nose, tongue, eyebrow etc) are not permitted. Students are not permitted to conceal piercings with flesh coloured tape / clear replacements or a like.

## Jewellery

Two items of jewellery may be worn. For example;

- one plain silver or gold chain necklace (with subtle religious item is desired), or
- one plain silver or gold bracelet or bangle, or
- one plain silver or gold non-raised ring, or
- one plain silver or gold set of small studs or sleepers limited to one in each earlobe

## Tattoos

Tattoos are illegal in Australia for children under 16 years. If a student over this age has a tattoo, it is not to be visible.

## Hair

- Hair is to be of natural colour, tidy and neither grown nor groomed in an extreme or exaggerated fashion.
- Shaved heads, lines, steps, undercuts, marked contrasts of length or shape including mullets or rats-tails, and exaggerated layering are not accepted.
- Hair should not obscure the face, including any loose strands, and should be clear of the eyes, cheeks and collar.
- Hair beyond the student's shoulder is to be tied back using pins, clips, ribbons, bands or 'scrunchies' (identified school colours only).
- Students are to be clean shaven at all times.

## Make-up

- No coloured nail varnish, eye make-up or false fingernails are to be worn.
- Make up must be restricted to light tinted moisturiser preferably with sunscreen and clear lip/tint gloss.

## Footwear Requirements

For WHS (particularly safety in relation to activities involving laboratories, kitchens, workshops and practical PDHPE or sport) and uniform reasons, shoes:

- must be black hard polishable leather (no strap or buckle), plain, lace-up and fully enclosed with a heel, and must not extend over the ankle or have a platform. The leather must cover the whole upper foot for safety.



- must have heels or moulded soles (no flats) but of a reasonable height (no more than 3-4 cms).
- must be lace-up, not slip-on
- cannot be gym-style Converse or similar style/brand, even if they are black leather.

Examples of shoes not permitted include boots, ballet type shoes (those without a strap or lace), suede or canvas shoes, shoes with a strap that only cover the front of the foot, coloured shoes, dangerous high heeled shoes and thongs.

Following are some examples of acceptable and unacceptable shoes:

#### ACCEPTABLE



#### NOT ACCEPTABLE



#### Sport Shoes

Sport shoes are to be appropriate for physical activity:

- must be fully enclosed sport shoe of any colour with laces done up (not tucked in).
- must have clearly defined supportive arch with solid, supportive heel counter.
- Must have a strong thick sole.
- No boots or high-cut boots, Velcro or straps, Vans, Converse or casual shoes such as slip on or canvas are permitted.



## ACCEPTABLE



## NOT ACCEPTABLE



## Responsibilities

### STUDENTS

- Wear the school uniform that meets the College's specific uniform requirements.

### STAFF

- It is the responsibility of all staff to ensure students adhere to the College Uniform Dress Code. Daily uniform and appearance checks will take place during Learning Sessions.

### LEADERS OF WELLBEING

- Manage more persistent breaches.





### **HEAD OF HOUSE & ASSISTANT PRINCIPAL**

- Manages those students consistently out of uniform.

### **SCHOOL PRINCIPAL**

- Manages those students consistently out of uniform when required.
- Leads the development and review of school uniform requirements.
- Leads consultation during a review of school uniform requirements.
- Approves the school uniform and modifications or changes to the school uniform.
- Oversees contract negotiations with school uniform suppliers, in consultation with the Assistant Director, including complying with written agreements with clothing suppliers. The contract, in part or in its entirety, may be provided to the Uniform Committee for information.
- Ensures the school possesses the intellectual property rights to deal with the school logo and licence the school logo to manufacturers of school uniforms. A record of all licences should be maintained.
- Informs parents and carers of local school uniform requirements
- Enforces compliance with uniform requirements fairly and equitably and carefully consider parent/carer concerns and requests for exemptions.
- Provides assistance to families in need.
- Maintains documentation of the school's uniform requirements and consultation undertaken.

### **PARENTS AND CARERS**

- Commit to supporting the College's uniform requirements as part of the enrolment agreement and school community Code of Conduct.
- Support the student to adhere to the uniform requirements.
- Request modifications or exemptions to the dress code in writing, providing reasons for request.
- Work with the College to resolve issues regarding student compliance with specific uniform requirements.
- Engage in consultation processes about the College uniform requirements.

### **PARENTS AND FRIENDS ASSOCIATION (or identified Parent Representative Body)**

- Support and engage in consultation led by the principal, giving advice and recommendations regarding uniform requirements.
- Direct parents to the principal to discuss any individual issues regarding uniform requirements.
- Support the College to resolve issues regarding uniform requirements.



## UNIFORM COMMITTEE

- Acts under the direction of the Principal and with the support of the P & F Association (or identified body) if one exists within the College, to consider the formation of a clothing pool to assist with the bulk purchase of uniform items and the provision of quality second hand clothing to alleviate the costs on families.
- May assist the College in operating the clothing pool, if one exists, and organising stock.

## Budget

Community decision making should consider the cost of uniform items. This includes the serviceability and durability of the materials.

Provision should be made to provide uniforms items at a discounted price for parents with limited income. Families experiencing genuine financial hardship which may impact on the purchase of required College uniform items are able to make an appointment with the Principal.

## Legislative/Professional Guidelines

*Work, Health and Safety Act (2011)*  
*Disability Discrimination Act (1992) Cth*

## Evaluation

This policy will be reviewed one year after its implementation date and then every three years or as the need arises. It is the responsibility of the College Leadership Team to implement such reviews and to update this policy when necessary.