



**POLICY FOR**

<b>Uniform</b>	Document No.	PoGC003
	Effective Date	1/1/2014
	Version Date	1/1/2014
	Version No.	0001
	Cancel Version	NEW

<b>Author</b>	
Name	
Position	Policy Review Committee

<b>Approved</b>	
Name	Jeff Eglinton
Position	Chair, Governing Council

**1.0 Purpose**

The Norwood Morialta High School (NMHS) is committed to providing the best learning environment for its students. The NMHS believes that a school uniform assists students to identify with, and to develop a sense of pride and commitment to, the school. The wearing of a school uniform by students contributes to a positive school image in the community and promotes safety and discipline. Education Regulation 77 of the Department for Education and Child Development (DECD) acknowledges and protects the right for governing councils of public schools to determine school dress policy. The purpose of this Policy is to describe the principles that govern the wearing of NMHS uniform by students at school and at other events that are coordinated or endorsed by the School.

**2.0 Version Control**

Version Date	Version Number	Reference sections	Description of the change
1/1/2014	0001	Not Applicable	New document

**3.0 Scope and Responsibilities**

Scope:

The Uniform Policy applies to all students and staff of the NMHS. The Policy applies to parents and caregivers of NMHS students by virtue of the understanding that they will support students in the wearing of school uniform.

Responsibilities:

The NMHS is responsible for ensuring that the school uniform observes health, safety and decency standards and is suitable for a wide range of physical activities and weather conditions. The NMHS is responsible for ensuring that the wearing of its school uniform is non-discriminatory, equitable for all students and as cost effective for parents to purchase as possible.

Students of the NMHS are responsible for the correct wearing of the school uniform at all times and for prompt notification to the NMHS if they believe that the school uniform does not meet the requirements of health, safety and decency. Students are also responsible for requesting a change to the school uniform, via the correct process(es) outlined herein, if they believe that the change is necessary or desirable.

Parents and caregivers are responsible for supporting their student(s) in the correct wearing of school uniform.

It is the responsibility of staff members of the NMHS to reinforce to students the principles of this Policy and to undertake the disciplinary processes contained herein when those principles have been breached.

The Department for Education and Child Development (DECD) is responsible for the determination and dissemination of Education Regulations in relation to school dress codes in South Australia.

The Governing Council of the NMHS is responsible for formulation, adoption and implementation of the school uniform, for its review and for implementation of changes, as required.

## **4.0 Policy Principles**

### **4.1 School uniform**

- 4.1.1 The school colours are red, gold and navy blue.
- 4.1.2 The school uniform is determined by the Governing Council of the NMHS, after consultation with staff, students, parents and other members of the school community.
- 4.1.3 The school uniform is published annually in the school diary, on the NMHS web site, and in writing during the enrolment process.
- 4.1.4 The Governing Council will notify the school community in writing, and by any other form of communication that it deems appropriate, of any change to the school uniform.
- 4.1.5 The Governing Council will endeavour to provide at least six months notice of an intention to change the school uniform, except in the case of a change that is mandated by health and/or safety concerns, in which case less than six months notice may be provided.
- 4.1.6 The NMHS is aware of issues such as gender, culture, religion and socio-economic or medical circumstances and will, whenever possible, endeavour to ensure that the school uniform does not disadvantage any student on the basis of such issues.
- 4.1.7 Any student who feels that they have been disadvantaged in their wearing of the school uniform by an issue as described in 4.1.6 should raise their concern with the Principal of the NMHS or the Chairperson of the Uniform Committee, in the first instance. If the issue of disadvantage remains unresolved after being raised with the Principal of the NMHS or the Chairperson of the Uniform Committee, the student should contact the Chairperson of the Governing Council in writing.

### **4.2 Correct wearing of the school uniform**

- 4.2.1 The correct way to wear the school uniform is determined by the Governing Council of the NMHS, after consultation with staff, students, parents and other members of the school community.
- 4.2.2 A student shall wear the full and correct school uniform when on school grounds, travelling to and from the school and at all *school*-organised activities (for example, graduation ceremonies) unless informed otherwise by the staff member(s) responsible for the activity.

- 4.2.3 A student shall wear the school sports uniform only when engaged in sporting activity. The sports uniform shall not be worn to or from school, even when a student has a sports class as the first or last class of the day.
  - 4.2.4 The school uniform is to be in an acceptable condition, clean and worn in the manner in which it is intended at all times.
- 4.3 Jewellery
- 4.3.1 Students are permitted to wear a simple stud or sleeper earring in a single pierced earlobe in each ear only.
  - 4.3.2 No additional visible piercings on any part of the body are acceptable.
  - 4.3.3 A single ring may be worn on one finger only.
  - 4.3.4 Visible necklaces are not permitted. The school understands that necklaces of cultural significance or sentimental value are important to some students and these can be worn under the school uniform, providing that they are not visible at any time.
  - 4.3.5 The wearing of bracelets is not permitted, although MedicAlert® or similar bracelets are exempted.
  - 4.3.6 Watches are an acceptable addition to the school uniform.
- 4.4 Hair
- 4.4.1 Hair is to be worn in a neat, clean hairstyle.
  - 4.4.2 Hair must not be dyed any colour that does not occur naturally.
  - 4.4.3 No wigs or false eyelashes are permitted.
  - 4.4.4 Hair accessories should be functional for the purpose of holding the hair in place, rather than ornamental. Hair bands should be worn off the forehead.
  - 4.4.5 Facial hair, which is neat and trimmed, is permitted. It is expected that the transition from clean shaven to neat, trimmed facial hair will occur during a holiday break.
- 4.5 Makeup
- 4.5.1 No visible makeup is to be worn.
  - 4.5.2 Fingernails may not be painted with coloured polish, but may have a clear finish.
- 4.6 School hat
- 4.6.1 The NMHS acknowledges that excessive exposure to the sun can cause irreparable and potentially life threatening damage to the skin, eyes and other bodily tissues. For this reason, the NMHS has included a hat in the sports uniform.
  - 4.6.2 Students must wear the school uniform hat when participating in outdoor sports.
  - 4.6.3 A student who is not wearing the hat when participating in outdoor sports will not be permitted to participate.
  - 4.6.4 Refer to the NMHS Sun Protection Policy for additional information.
- 4.7 Miscellaneous
- 4.7.1 The wearing of an additional visible top under the school uniform is not permitted.
  - 4.7.2 Socks must not be worn over tights.
  - 4.7.3 Tights must not be worn under shorts.
- 4.8 Changes to the school uniform
- 4.8.1 Any request to change the school uniform, including the way in which it is worn by students, must be made in writing to the Principal of the NMHS or the Chairperson of the Uniform Committee, or by tabling at a meeting of the Uniform Committee.

- 4.8.2 A request to change the school uniform, including the way in which it is worn by students, that is made to the Principal of the NMHS will be immediately referred to the Chairperson of the Uniform Committee for consideration by the Committee.
  - 4.8.3 Students are encouraged, although not obliged, to make a request to change the school uniform via their student representative of the Uniform Committee.
  - 4.8.4 The Uniform Committee will advise the Governing Council at the next meeting following a request to change the school uniform or the way in which it is worn that such a request has been received and is undergoing consideration.
  - 4.8.5 The Uniform Committee will give all due consideration to a request to change the school uniform or the way in which it is worn. In considering the request, the Uniform Committee is expected to consult with all parties affected by the change, including (but not restricted to) students, parents, staff of the school and external authorities or bodies.
  - 4.8.6 The Uniform Committee may use any form of communication that it deems appropriate to consult with the school community and others.
  - 4.8.7 As an advisory committee, the Uniform Committee is not empowered to make decisions regarding the school uniform. Following consideration of a request to change the school uniform, the Uniform Committee will advise the Governing Council of its deliberations concerning the request, including provision of all relevant information collected during the process.
  - 4.8.8 If the Governing Council is satisfied with the advice of the Uniform Committee, it will make a decision on the request.
  - 4.8.9 If a change to the school uniform is approved, the Governing Council will advise the school community according to 4.1.4 and 4.1.5.
  - 4.8.10 If the request is denied, the Governing Council will advise the petitioner in writing of the decision and, if appropriate (but not necessarily), the reason(s) for the decision.
  - 4.8.11 If the Governing Council requires further information, believes that the request has not received due consideration, or believes that the request should be amended, the matter will be referred back to the Uniform Committee for action.
  - 4.8.12 A decision regarding a request to change the school uniform, including the way in which it is worn by students, will be made within 60 days of receipt of the request.
- 4.9 Exemptions to wearing of the school uniform
- 4.9.1 A Sub-school Head, a Deputy Principal or the Principal of the NMHS may exempt a student from wearing of the school uniform upon receipt of a written request from the parent. A student of adult age (that is, in excess of 17 years) may seek an exemption on their own behalf.
  - 4.9.2 The Sub-school Head, Deputy Principal or Principal will give due consideration to the request for exemption. In making their decision, the Principal will have due regard for issues of culture and ethnicity, gender, religion, socio-economic hardship, genuine medical circumstances and/or any other additional circumstances that the Governing Council may determine from time to time.
  - 4.9.3 If the decision is to not grant an exemption, the parent will be advised in writing of the decision. If a parent remains dissatisfied with the decision not to grant an exemption, they should seek clarification from the Principal. The Principal will provide clarification in a timely manner, being not more than seven days from the request for clarification.

- 4.9.4 The decision in regard to an exemption for wearing of the school uniform is final and binding and no correspondence will be entered into after clarification of the decision is provided according to 4.9.3.
  - 4.9.5 It is the responsibility of the student to seek an exemption. Failure to seek an exemption from correct wearing of the school uniform will be regarded as non-compliance and will be dealt with according to 4.11.
  - 4.9.6 It is recommended that a student seeks an exemption before the first class of the day.
- 4.10 Exceptions to wearing of the school uniform
- 4.10.1 From time to time, all students may be excepted from wearing the school uniform for a day (Casual Day).
  - 4.10.2 Permission to hold a Casual Day must be sought from the Principal, who is the only person with the authority to grant permission for such an exception.
  - 4.10.3 Parents and/or students will be notified of a Casual Day in writing, or by any other mechanism that is deemed appropriate by the NMHS (for example, by SMS, by publishing a notice in the school newsletter and/or the school calendar, or by verbal notice to the students).
  - 4.10.4 The wearing of casual dress on a Casual Day is voluntary. If a student chooses to wear the school uniform on a Casual Day, then it must be worn in accordance with 4.2 *Correct wearing of the school uniform*.
  - 4.10.5 Students must wear clean, smart, casual clothes on Casual Day. Shoes, and not thongs or sandals, must be worn and must be fully enclosed in accordance with OHS&W requirements.
  - 4.10.6 An acceptable standard of decency applies during Casual Day (that is, bare mid-riffs or revealing clothing is unacceptable). Dress that is considered inappropriate includes clothing that is offensive, likely to disrupt or negatively influence the normal operations of the school, unsafe for students or others, and/or is likely to result in a risk to the health of the student or others. A 'rule of thumb' for acceptable dress is clothing that is socially acceptable.
  - 4.10.7 Failure to observe an acceptable standard of dress on a Casual Day will be deemed to be non-compliance with this Policy and will be dealt with according to Clause 4.11.
- 4.11 Non-compliance with the NMHS Uniform Policy
- 4.11.1 The NMHS believes that non-compliance with the NMHS Uniform Policy is not serious enough to deny a student access to learning. No student will be excluded, suspended, or expelled as a disciplinary measure for failure to uphold the principles of this Policy. Further, the NMHS will not refuse enrolment to any potential student on the basis that the student does not have the required school uniform or that his or her parents state that the student will not observe the principles of this Policy.
  - 4.11.2 The principles outlined in 4.11.1 do not apply if the health and/or safety of the student or others is at risk due to the non-compliance. For example, a student may be excluded from entering a workshop or laboratory without covered shoes, or for failing to tie their hair back or remove jewellery, when requested, if there is a possibility that it could get caught in machinery.
  - 4.11.3 Non-compliance with the NMHS Uniform Policy will be dealt with by the Principal or their nominee, and will involve strategies such as positive reinforcement, advice on responsible behaviour, provision of temporary clothing, private dialogue with the student and the parent(s) involved, verbal and/or written warning(s), physical exclusion zones, extra duties and detention.

- 4.11.4 A single instance of non-compliance with the NMHS Uniform Policy will be acceptable if accompanied at the time of non-compliance, and not after, by written advice from a parent (for example, a note in the school diary). A parental note must be signed and dated, stating the reason for non-compliance and the expected duration that the student will be non-compliant with the Policy. A parental note will not automatically exempt a student from disciplinary action in relation to the non-compliance if, in the opinion of the Principal, the reason or duration is unacceptable.
  - 4.11.5 The principles involved in dealing with non-compliance of the NMHS Uniform Policy will be published in the Student Behaviour Management Policy or by other means as deemed appropriate by the Governing Council.
  - 4.11.6 A student who is not wearing the school uniform correctly will be asked to rectify the condition immediately.
  - 4.11.7 If an item of clothing is not part of the school uniform, the student will be asked to remove the item and place it securely in their locker until it can be taken home.
  - 4.11.8 If the student cannot or will not remove the item and store it securely in their locker, the student will surrender the item to a staff member. The item will be stored securely in the Administration section (preferably in an envelope or box that is marked with the student's name and class and the date) and the student will be required to collect the item after school.
  - 4.11.9 The NMHS and its officers accept no responsibility for property that is lost, is stolen or remains uncollected after having been surrendered in accordance with 4.11.8.
- 4.12 School uniform supplier(s)
- 4.12.1 The NMHS will review the official supplier of the school uniform biennially.
  - 4.12.2 The Governing Council of the NMHS will advise the school community in writing of any change to the uniform supplier(s).
  - 4.12.3 The NMHS will advise the school community of the current uniform supplier at the beginning of each school year, by any means that the school deems appropriate for the dissemination of such information.
- 4.13 Uniform Committee
- 4.13.1 The NMHS Governing Council will convene a Uniform Committee which will provide advice to the Governing Council on matters pertaining to the school uniform and assist in the management and organisation of the supply and availability of school uniform items.
  - 4.13.2 The Uniform Committee will, when instructed by the Governing Council, consult the whole school community, including parents, staff and students, on a matter related to the school uniform.
  - 4.13.3 The Governing Council will communicate and negotiate with the uniform supplier via the Uniform Committee for the purpose of ensuring that uniform items are readily available and appropriate for the needs of the school.
  - 4.13.4 The Uniform Committee will be comprised of at least one nominee from each of the Governing Council, the School Leadership Team, the staff and the student body of the school, and other Governing Council or parent representatives as deemed necessary by the Governing Council.
  - 4.13.5 The Uniform Committee will meet at least once per school term.

## 5.0 Definitions and Abbreviations

For the purpose of application of this Policy, the following definitions shall apply:

DECD	Department of Education and Child Development
NMHS	Norwood Morialta High School
OHS&W	Occupational Health, Safety and Welfare
Parent	A parent of a child attending the NMHS, including the parent of a child who is enrolled but not yet attending, a person who has legal custody or guardianship of a child, or a person who is acting <i>in loco parentis</i> to a child
Student	A person who is enrolled to study at the NMHS

## 6.0 Attachments and References

- 6.1 Education Act 1972, including regulations  
(<http://www.legislation.sa.gov.au/LZ/C/A/EDUCATION%20ACT%201972.aspx>)
- 6.2 DECD Administrative Instructions and Guidelines  
(<http://www.decd.sa.gov.au/policy/pages/OSPP/AIG/>)
- 6.3 DECD policy on school dress codes  
(<http://www.decd.sa.gov.au/docs/documents/1/SchoolDressCode.doc>)
- 6.4 NMHS Student Behaviour Management Policy
- 6.5 NMHS Sun Protection Policy

## 7.0 Review

This Policy will be reviewed annually by the Governing Council of the NMHS. The date of the next review is 2016. This Policy can be amended, without prior notification, by a resolution of the Governing Council.

Review Date	Reviewed By	Accepted Date	Comments
27/11/2014	Governing Council	23/2/2015	Next review February 2016