



# Engayne Primary School

## School Uniform Policy

Date policy last reviewed: September 2024

Signed by:



Head teacher

10/10/2024

Date: \_\_\_\_\_



Chair of governors

10/10/2024

Date: \_\_\_\_\_

Last updated: September 2024

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## **Statement of intent**

Engayne Primary School believes that a consistent school uniform policy is vital to promote the ethos of the school and provide a sense of belonging and identity for all pupils, regardless of their protected characteristics or socio-economic circumstances.

This policy lays out the measures the school has taken to ensure a consistent, fair and inclusive uniform policy, and to implement a uniform that reflects the needs of all pupils, and is affordable and the best value for money for the school and pupils' families.

We believe that pupils learn most effectively and achieve their best outcomes when they are comfortable, able to be themselves, and dressed in such a way that sets an appropriate tone for education.

## 1. Legal framework

This policy has due regard to all relevant legislation including, but not limited to, the following:

- Education and Inspections Act 2006
- Education Act 2011
- Human Rights Act 1998
- Equality Act 2010
- The UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018

This policy has due regard to all relevant guidance including, but not limited to, the following:

- DfE (2021) 'Cost of school uniforms'
- DfE (2021) 'School Admissions Code'
- DfE (2021) 'School uniforms'

## 2. Roles and responsibilities

The governing board is responsible for:

- Establishing, in consultation with the Head teacher and school community, a practical and smart school uniform that accurately reflects the school's vision and values.
- Ensuring that the school's uniform is accessible and inclusive, and does not disadvantage any pupil by virtue of their protected characteristics or socio-economic status.
- Listening to the opinions and wishes of parents, pupils and the wider school community regarding changes to the school's uniform.
- Ensuring that the school's uniform is accessible and affordable.
- Demonstrating how best value for money has been achieved in the uniform policy.
- Ensuring compliance with the DfE's '[Cost of school uniforms](#)' guidance.
- Processing and approving all eligible School Uniform Assistance Application Forms.

The Head teacher is responsible for:

- Enforcing the school's uniform on a day-to-day basis.
- Ensuring that teachers understand this policy and what to do if a pupil is in breach of the policy.
- Listening to the opinions and wishes of the school community in regard to the school's uniform and making appropriate recommendations to the governing board.
- Providing pupils with an exemption letter as appropriate, e.g. for a pupil who has a broken arm and requires a loose-fitting top.

Staff members are responsible for:

- Ensuring that pupils dress in accordance with this policy at all times.
- Disciplining pupils who are in breach of this policy.
- Ensuring that pupils understand why having a consistent and practical school uniform is important, e.g. school identity.

Parents are responsible for:

- Providing their children with the correct school uniform as detailed in this policy.
- Informing the Head teacher if their child requires a more relaxed uniform policy for a period of time, including why.
- Ensuring that their child's uniform is clean, presentable and the correct size.

Pupils are responsible for:

- Wearing the correct uniform at all times, unless the Head teacher has granted an exemption, for example a birthday celebration.
- Looking after their uniform as appropriate.
- Understanding and respecting why a school uniform is important to the school, e.g. school identity and community.

### **3. Cost principles**

The school is committed to ensuring that its school uniform is affordable and accessible to all pupils, and does not place an unreasonable financial burden on parents.

In accordance with the 'School Admissions Code', the Head teacher will ensure that the school's uniform policy does not discourage parents from applying for a place for their child.

The school will assess the overall cost implications of its uniform policy regularly, including prior to making any changes to the school uniform. When evaluating whether costs are reasonable and proportionate, the school will take into account the opinions and situations of:

- Economically disadvantaged parents.
- Parents with multiple children who are, or will be in the future, pupils at the school.
- Parents of younger children, as they are likely to grow quickly and require new sets of uniform more frequently.
- Parents of pupils with protected characteristics that may impact their ability to access the uniform due to costs.
- LAC and PLAC.

The school will evaluate the cost of its uniform based on the overall collection of uniform items that parents would need to purchase for a pupil, rather than on the cost effectiveness of individual items; this will include consideration of the fact that parents will need to purchase multiples of certain items, e.g. shirts and socks, to ensure their child can come to school in clean uniform every day.

The school keeps variations in school uniform for different groups of pupils, e.g. year group-specific items or house colours, to a minimum where possible to ensure that pupils can get the most wear out of their uniform possible and that parents can pass some items down to younger siblings.

The school keeps branded uniform items to a minimal level that is reasonable for all members of the school community. The school defines a branded uniform item as any item of clothing that cannot be purchased at a range of retailers, including by virtue of logos, colours, design and fabrics. Where the school decides to require an item of branded clothing, it will conduct

an assessment to ensure prices are kept as low as possible, e.g. by offering sew-on or iron-on logo badges for jumpers that can be bought at retailers instead of requiring special branded jumpers.

The school is committed to meeting the DfE's recommendations on costs and value for money. Every care is taken to ensure that our uniforms are affordable for all current and prospective pupils, and that the best value for money is secured through reputable suppliers.

The school works with multiple suppliers to obtain the best value for money possible. Any savings negotiated are passed to parents where possible and does not enter into exclusive single-supplier contracts or cash-back arrangements. More information on supplier processes can be found in the 'School uniform supplier' section of this policy.

The school will not amend uniform requirements regularly and will take the views of parents and pupils into account when considering any changes to school uniforms.

#### **4. Equality principles**

The school takes its legal obligation to avoid discriminating against any protected characteristic unlawfully very seriously, and aims to ensure that the uniform policy is as inclusive as possible so that all pupils are supported to access a school uniform which is comfortable, suitable for their needs, and reflects who they are.

The school will work to ensure that school uniform's cost does not disproportionately affect any pupils by ensuring that uniforms for all genders are as equal in price as possible and by adhering to the cost principles laid out in section 3.

The school will ensure that parents and pupils are consulted over any changes to school uniform, and that views and advice is sought specifically from pupils, and parents of pupils, who:

- Are transgender, including non-binary pupils.
- Have SEND and/or sensory needs.
- Are of a religious or cultural background that has dress requirements.

The school implements a gender-neutral uniform, meaning that pupils are not required to wear specific items based on their gender, and may wear any of the uniform items listed in the 'School uniform' section of this policy regardless of the legal sex recorded on the school's records. Transgender pupils are supported to access the uniform that best reflects their gender expression in line with the equality policy.

The school ensures that pupils who are required to follow certain dress requirements, e.g. by virtue of their membership of a particular religious or cultural group, are afforded flexibility to allow them to wear a uniform that adheres to their requirements as far as possible. The school endeavours to meet all requests for amendments to the uniform for these purposes. However, the school will ensure that the needs and rights of individual pupils are weighed against any health and safety concerns for the entire school community.

Parents' concerns and requests regarding religious clothing are dealt with on a case-by-case basis by the Head teacher and governing board, and always in accordance with the school's complaints procedures policy.

The school ensures that the needs of pupils with SEND and/or sensory difficulties are considered in the uniform policy, e.g. ensuring soft, stretchy fabrics and avoiding intricate buttons or hard seams. However, where the needs of these pupils cannot be met in the standard uniform policy, individual adaptations to the uniform will be considered and permitted wherever possible.

## **5. Complaints and challenges**

The school endeavours to resolve all uniform complaints and challenges locally and informally, in accordance with the school's complaints procedures policy.

To make a complaint, parents should refer to the complaints procedures policy and follow the stipulations outlined.

When a complaint is received, the school works with parents to arrive at a mutually acceptable outcome.

Governors are willing to consider reasonable requests for flexibility to allow a pupil to accommodate particular social and cultural circumstances.

## **6. School uniform supplier**

The school does not have a contract with a single uniform supplier.

## **7. Uniform assistance**

Second-hand school uniform is available for a small donation via the EPFA (Engayne Primary Friends Association) website and via the Upminster Library clothing initiative. Parents are invited to donate their child's uniform when they no longer need it.

## **8. Non-compliance**

Staff members are permitted to discipline pupils for breaching this policy in accordance with the school's behaviour policy.

## **9. School uniform**

### **School colours**

Our school colours and preferred choice of the school are as follows:

**Oxford blue (jumpers/cardigans/skirts/girls trousers)**

**Cambridge blue (shirts/blouses)**

**Grey (boy's trousers/shorts)**

If pupil is identifying as transgender/non-binary please refer to item 4, equality principles

**White (PE top)**

**House colour T shirt (red, blue, green or yellow)**

**Oxford blue blazer, optional**

**Blue check Gingham dress/playsuit, optional in warm weather**

**Clothing**

The school uniform is as follows:

Item	Optional or required	Branding	How to acquire	Cost per item from school supplier
<b>Regular school uniform</b>				
	Required			
Cambridge blue formal shirt or blouse/knife pleat blouse, short or long sleeved	Required	No branding	Available from any retailer	
School tie (Cambridge blue stripe on Oxford blue background)	Required (unless wearing knife pleat blouse)	No branding	Available from school office	£5.00
Grey Trousers or shorts	Required	No branding	Available from any retailer	
Oxford blue skirt or trousers	Required	No branding	Available from any retailer	
Gingham dress/playsuit	Optional in warm weather	No branding	Available from any retailer	
Oxford blue pinafore dress	optional	No branding	Available from any retailer	
Oxford blue blazer	Optional	No branding	Available from any retailer	
Black school shoes	Required	No branding	Available from any retailer	
<b>PE kit</b>				
White T shirt	Required	No branding	Available from any retailer	
Oxford blue shorts	Required	No branding	Available from any retailer	
House colour T shirt	Required	No branding	Available from any retailer	
Plimsolls/trainers	Required	No branding	Available from any retailer	
Swimming trunks/one piece swimsuit	Required	No branding	Available from any retailer	
Swimming hat	Required	No branding	Available from any retailer or school office	£3.00



Accessories				
Blazer badge(Large)	Optional	Engayne branding	Available from school office	£2.00
Jumper/cardigan badge(small)	Optional	Engayne branding	Available from school office	£1.50

Trainers are not considered suitable footwear. High heels, sandals or footwear without back supports are not permitted.

Swimwear must be close fitted

Parents are responsible for ensuring their child brings their PE/swimming kit to school when needed.

### **Jewellery**

No jewellery is allowed except for an analogue watch

### **School bag KS2/ Book bag KS1**

Pupils must use an appropriately sized waterproof bag to carry their books and equipment. It should hold A4-sized work books comfortably without causing any damage.

School bags featuring inappropriate images, slogans or phrases are not permitted.

The school encourages pupils to bring non-valuable bags to school. The school will not be liable for lost or damaged school bags.

### **Hairstyles (Please also refer to school prospectus)**

The school reserves the right to make a judgement on where pupils' hairstyles or hair colours are inappropriate for the school environment. However, the school will ensure that any such judgements do not discriminate against any pupil by virtue of their protected characteristics. Each individual pupil's scenario will be taken into account where any judgements on appropriateness are to be made, and parents will always have the freedom to complain via the school's complaints procedures policy.

Pupils with long hair must ensure that this does not impede their vision, cover their face or provide a health and safety risk. Long hair must be tied up during practical lessons, e.g. during PE. A swimming hat is compulsory.

The following hairstyles and accessories are not considered appropriate for school:

- Brightly-coloured, dyed hair, including coloured beads & braids
- Headwear with bold patterns or colours.
- Excessive hair accessories, for example large bows.
- Hair accessories should be blue in colour.

## **Makeup**

Make up, false nails & nail varnish are not permitted.

## **10. Adverse weather**

All pupils are required to wear weather-appropriate clothing that covers as much of their skin as possible during adverse weather.

For hot temperatures, pupils are advised not to wear any jumpers or blazers during heatwaves. High SPF sun cream is available to pupils throughout the summer months.

For cold temperatures, this includes wearing:

- Scarfs, gloves, coats and hats when they are outside.
- Warm jumpers that conform to the school's uniform policy.
- Trousers, or thick tights with skirts.

## **11. Labelling**

All pupils' clothing and footwear should be clearly labelled with their name.

Any lost clothing is to be taken to school office Reception. All lost property is retained for one term and is donated to the Upminster Library clothing initiative via the EPFA if serviceable.

## **12. Monitoring and review**

This policy is reviewed every year by the Governing Body and the Head teacher.

The scheduled review date for this policy is September 2025

# School Uniform Assistance Application Form

Children who attend Engayne Primary School are eligible for school uniform assistance if they receive FSM.

This scheme is open to children in Years R-6. The allowance is for buying suitable school wear and is paid once a year.

## Part 1: Details of parent

<b>Your full name:</b>	
<b>Title:</b>	
<b>National insurance number:</b>	
<b>Address:</b>	
<b>Postcode:</b>	
<b>Mobile no.:</b>	
<b>Landline no.:</b>	
<b>Email address:</b>	

By supplying us with a phone number or email, you agree to being contacted to let you know if you are eligible.

## Part 2: Details of each dependent child you are applying for

<b>Surname</b>	<b>Other names</b>	<b>Date of birth</b>

### Please read this declaration before you sign it

- I declare I am the parent of the child(ren) that I am applying for.
- I declare that all the information I have given is correct and complete to the best of my knowledge.
- I have enclosed original documentation to prove that I am in receipt of one of the benefits listed at the top of this form.
- I am aware that I have a duty to notify the school in writing immediately of any changes in my circumstances which might affect my entitlement to school clothing assistance.

- I understand that information taken from this form will be stored electronically on the school's computers. The school is permitted to do this under the UK GDPR and Data Protection Act 2018. A copy of the school's registration is held for inspection.

**Please return this completed for to the [school office](#).**

Your signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### **What happens next?**

If you apply for school uniform assistance and qualify, a voucher will be sent to you for each of your children during the week of [date](#). If you do not qualify for the payment, we will let you know by letter and phone and explain why.