

Hoo St Werburgh
Primary School

&

The
Marlborough



Hoo St Werburgh Primary School

School Uniform Policy

February 2025

Signatories

Head of School	Mrs L Boffa	
Executive Head	Mrs E Poad	
Chair of Governors	Mrs A Costidell	

Members of Staff Responsible:

Mr L Boffa	Head of School
Mrs L Banks	Deputy Head of School

Review

Dated	February 2025
Next Review	2 Years – February 2027

Statement of Intent

Hoo St Werburgh Primary School are committed to promoting equality and value for money and to ensuring that no child is discriminated against due to their religion or belief, economic circumstances or social and cultural background. This policy contains provisions to meet these objectives and has been created with health & safety, value for money and practicality at heart.

School uniforms bring a sense of belonging to our school. We believe that wearing smart/practical uniform allows all children, regardless of backgrounds to feel equal to their peers, as well as confidence in their appearance.

We also believe that it is important for children to wear clothing that is conducive to successful learning environment, this includes activity-appropriate clothing, such as PE Kits / Sports attire.

Roles & Responsibilities

The school leaders are responsible for:

- Enforcing the school's uniform on a day-to-day basis.
- Ensuring that school staff understand the School Uniform policy and know what to do if a pupil is in breach of this policy.
- Listening to the opinions and wishes of the school community regarding school uniform and where necessary make any appropriate recommendations to the Governing Board
- Providing pupils with exemptions as appropriate – for example, for a pupil who has a broken arm and requires a loose-fitting top.

Teachers and Support Staff are responsible for:

- Ensuring that pupils dress in accordance with this policy at all times.
- Taking appropriate action when pupils are in breach of this policy.
- Ensuring that pupils understand why having a consistent and practical school uniform is important e.g., to establish school identity, create a sense of belonging, being proud to represent their school in the community

Parents/Carers are responsible for:

- Providing their children with the correct school uniform as detailed in this policy
- Informing the Head of School if their child requires a more relaxed uniform policy for a period of time, including why.
- Ensuring that their child's uniform is clean and presentable – and the correct size.
- Labelling uniform to ensure it can be identified and returned to the correct child.

Pupils are responsible for:

- Wearing the correct uniform at all times, unless the Head of School has granted an exemption.
- Looking after their uniform as appropriate
- Respecting why a school uniform is important to the school e.g. to develop a sense of belonging.

Cost and Availability

In accordance with the School Admissions Code, Hoo St Werburgh Primary School ensures that the School Uniform Policy does not discourage parents/carers from applying for a place for their child.

The school is committed to meeting the DfE's recommendations on costs, as well as value for money.

We take care to ensure that our uniform is affordable for all current and prospective pupils, as well as being the best value for money through reputable suppliers.

The school does not amend uniform requirements regularly and takes the views of parents/cares and pupils into account when considering any changes to school uniforms.

Where any changes to uniform are required, the school will ensure that they assist to provide parents/carers struggling to meet the associated costs.

Religious Clothing / Ceremonial Wear

Some religions and beliefs may require their members to conform to a specific dress code. The school does not discriminate against any religion or belief; however, the school weighs the needs and rights of individual pupils against the health and safety concerns of the entire school community.

Hoo St Werburgh Primary School endeavors to allow religious requirements to be met, wherever possible. Please make an appointment with the Head of School to discuss the policy and to make any requests for Ceremonial wear to be worn at school.

All parents'/carer's concerns and requests regarding religious clothing are dealt with on a case-by-case basis by the Head of School and Governing Board. This is always conducted in accordance with the school's Complaints Policy.

Equality

The school is required to ensure this policy does not discriminate unlawfully.

The school endeavors to ensure that our uniform is as gender neutral and inclusive as possible.

We do not insist that children of any sex must wear specific items of clothing.

Complaints and Challenges

The school endeavors to resolve all uniform complaints and challenges locally and informally, in accordance with the school's Complaints Policy.

To make a complaint, parents/cares must refer to the Complaints Policy and follow the stipulations outlined.

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

School Uniform Supplier

Our school uniform suppliers are: **School Trends**

Book bags and water bottles are given to each child free on joining the school however, additional book bags and water bottles can also be purchased from our school office at any time.

Non-Compliance

On rare occasions, for example, if slogans on clothing are offensive the school leaders are permitted to ask the pupil to remove the piece of clothing – such as a sweatshirt/ jumper. In the event that they cannot take the clothing off, parents/carers will be contacted and they will be asked to bring in more suitable uniform/clothing.

On other occasions, for example, if a child is wearing inappropriate footwear, teaching and/or support staff will inform parents/carers by telephone / in person or via a uniform slip.

If a child requires an item of clothing for a particular activity and there is no spare clothing in school, for example Forest School, parents/carers may be asked to bring an item into school.

Individual family circumstances will always be considered in the event that a child is not wearing the correct uniform. However, in accordance with Safeguarding and Child Protection Policy, these should be recorded using our electric safeguarding recording system (My Concern) where appropriate.

Sanctions for breachers of this policy are always a last resort: the school endeavors to work with families to resolve breaches of this policy in a timely manner.

Our Uniform

The school endeavors to ensure that our uniform is as gender neutral as possible.

The uniform is as follows:

EYFS / Nursery

Sweatshirt or Cardigan	Navy Blue (with or without the logo)
Polo T-Shirt	Sky Blue (with or without the log)
Jogging Bottoms or Leggings	Black or Grey
Culottes or Shorts	Black or Grey (for the warmer months)
Sensible Shoes	Black (no logo's and preferably fitted)
Plimsols	Black (for indoor use)
Wellington Boots	Any colour (for outdoor / messy use)
Slippers (Reception)	Any colour (for classroom use)

YRS 1 To 6 Uniform

Fleece	Navy Blue (with or without the logo)
Sweatshirt	Navy Blue (with or without the logo)
Cardigan	Navy Blue (with or without the logo)
Polo T-Shirt	Sky Blue (with or without the logo)
Trousers/Shorts	Grey
Skirt	Grey
Pinafore	Grey
Summer Dress	Blue/White – Striped or Checked
Socks/Tights	White/Grey
Footwear	Black (no logo's and preferably fitted)

Open-toed sandals, boots, heeled shoes and crocs are not considered suitable footwear for school.

All clothing including footwear must be labelled with pupil's name.

Our PE Kit

Children are asked to come into school on the day of their PE lesson/ Forest School lesson wearing their PE kit, as per timetable sent out termly. They can wear their PE kit for the full school day.

Parents/carers are responsible for ensuring their child is dressed appropriately for PE?

The PE kit is as follows:

T-Shirt/ polo shirt	Plain white
Shorts	Navy or Black (summer)
Zipped hoody or sweatshirt / normal PE jumper	Plain navy or black (winter)
Joggers	Navy or Black (winter)

For outside PE activities:

Yrs 3 to 6:	Trainers
Yrs 1 to 2:	Trainers and Black plimsolls

Plain jogging bottoms, hoodies/sweatshirts are preferred. However, a small, branded logo is acceptable.

All clothing including footwear must be labelled with pupil's name.

If your child is not wearing the appropriate PE kit, on first instance they will be issued with a PE uniform slip to take home, on second instance there will be a follow up conversation to parents from the class teacher/ PE teacher.

Forest School Kit

Children are asked to come into school on the day of their Forest School session wearing their PE kit (as shown above) clothing. Parents/carers will be informed of their children's Forest School days via termly newsletters, our website and via parent mail reminders.

There is a requirement that the following Forest School kit is provided and left in school.

Forest School clothing is as follows:

- Waterproofs (jacket and trousers)
- Welly boots
- Appropriate sun hat (summer)
- Woolly hat, gloves, scarf (winter)
- Extra pair thick socks (winter)

Please remember during winter spare socks and spare underwear, as children are more likely to get wet through.

All clothing including footwear must be labelled with pupil's name.

Jewellery

The only permitted jewellery that may be worn is:

- Earrings: one pair of stud earrings or 'huggies' that completely loop the ear (there should be no gap where this could get caught)
- Watch (no smartwatches)

Jewellery during PE lessons:

- In first instance, all jewellery should be removed for PE lessons.
- If earrings cannot be removed, microporous tape should covering ear piercings. If this cannot be done by the child themselves, parents must ensure this is done before school.

Any jewellery worn will be asked to be removed by the pupil and placed in their bag to take home.

Jewellery is the responsibility of the pupil and not the school. Lost or damaged items will not be refunded.

School Bags

KS1 – Yrs Reception, Yr 1 & Yr 2

Pupils are not required to bring in any rucksacks or bags, instead all they need is their book bags for their belongings. Should they wish to bring one, it will only need to hold a book/ bottle/ lunch box (if packed lunch).

Yrs 3 to 6

Pupils must use an appropriately sized waterproof bag to carry any books and equipment. It should hold children's books and contact books comfortably without causing any damage.

Large bags / rucksacks are discouraged for day-to-day lessons due to space on children's pegs and cloakrooms.

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

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

Additional book bags can also be purchased from our school office at any time.

Water Bottles

All children should bring a water bottle to school every day: this can be filled up by children using taps or cold-water stations when necessary, during the day.

School logo water bottles can be purchased from the school office.

Water bottles purchased from home are acceptable.

All water bottles must be labelled with the pupil's name.

Hair Styles

Hairstyles should be smart and moderate in style. Brightly coloured hair is not permitted.

Pupils with what can be deemed as extreme hairstyles may be exempt from the rule above on racial or religious grounds. The Head of School will take each individual pupil's scenario into consideration.

Long hair should ideally be tied up in order to avoid health and safety risks and to ensure that children's vision is not impeded.

Blue, black or white plain hair bands, clips and bobbles are allowed – clips/slides with small bows are acceptable. Large, excessive hair accessories are not permitted.

Hair extensions are not permitted.

At the Head of Schools discretion there may be exceptions to the above in extreme circumstances e.g., a pupil may be permitted to cover their hair if they have hair loss / illness etc.

Make-Up

False nails and nail extensions are not permitted.

Nails should not be painted. Pupils wearing painted nails will be asked to remove it.

Children are not allowed to wear makeup. Pupils wearing make-up are required to remove it, or if appropriate, will be sent home to remove it.

At the Head of Schools discretion, there may be some exceptions to the above in extreme circumstances e.g., a pupil may be permitted to cover heavy scarring/skin damage.

Adverse Weather

Hot Weather

Everyone working at / attending the school during hot weather conditions is required to wear sun-safe clothing that covers as much of their skin as possible.

This includes wearing:

- Loose fitting tops with collars or covered necklines
- Tops that cover the shoulder area
- Grey or black shorts, pinafore or summer dresses
- Sun-safe hats
- Sunglasses with UV protection (if wish to during lunch/break times)
- Sunscreen

During the hot weather, lightweight clothing is required to reduce the risk of overheating. Pupils are not required to wear their jumpers/cardigans during heatwaves.

If outside during break and lunch times, pupils not wearing sun-safe clothing/sunscreen are advised to stay in an area protected from the sun.

Cold Weather

During cold weather, pupils are required to wear scarves, gloves, coats and hats when they are outside.

Additional layers underneath the usual school uniform are accepted.

Where possible, pupils not wearing warm clothing are provided with spare clothing if going outside during break and lunchtime.

Labelling

School staff encourage good organization of clothing and footwear, for example, designated spaces for children to keep belongings in and checking of labels. However, all pupils' clothing and footwear must be clearly labelled with their name.

Clothing and footwear are the responsibility of the pupil and not the school, therefore please ensure this is clearly labelled.

Lost Property

Any lost property inclusive of clothing, coats, shoes, lunch boxes etc. is taken daily by the site team / class teacher to the Lost Property Station located in the main office reception. Parents / carers are welcome to check the Lost Property Station for any missing items during school hours.

All lost property is retained for a term.

At the end of term any items left in the lost property station that are not clearly named are laid out on tables outside the main office for parents / carers to take any uniform they wish.

Any lost property still left after 3.30 pm on the last day of term is bagged up and given to a local school uniform charity – where parents / carers can make use of this service.