

# Penryn College

## School Uniform Policy

**Approved by:** Full Governing Body

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**Responsible SLT member:** Dan Mather

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## Statement of intent

Penryn College believes that a consistent school uniform policy is vital for:

- Promoting the ethos of a school.
- Providing a sense of belonging and identity.
- Setting an appropriate tone for education.

For the purposes of this policy, “**uniform**” includes the following elements of pupils’ appearance:

- Clothing, including the school uniform itself, variations of the school uniform such as PE kits, and other clothing worn at school, e.g. non-uniform.
- Hairstyles and headwear.
- Jewellery and other accessories.
- Cosmetics such as makeup and nail polish.

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, is affordable, and provides the best value for money for both 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 a way that sets an appropriate tone for education.

In writing and updating this policy, we have sought to:

- Engage with parents and pupils.
- Consider how this policy might affect groups represented in the school, especially those who share protected characteristics as defined by the Equality Act 2010.
- Consider how comfortable the uniform will be for pupils.
- Take a sensible approach to allow for exceptions to be made, e.g. during adverse weather.
- Ensure that the uniform is suitable and safe for pupils who walk or cycle to school.
- Choose a PE kit which is practical, comfortable, appropriate to the activity involved and affordable.
- Ensure the policy is easy to access and understand.

## 1. Legal framework

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

- Human Rights Act 1998
- Education and Inspections Act 2006
- Equality Act 2010
- Education Act 2011
- The UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Education (Guidance about Costs of School Uniforms) Act 2021
- DfE (2021) 'Cost of school uniforms'
- DfE (2021) 'School Admissions Code'
- DfE (2024) 'School uniforms: guidance for schools'
- Equality and Human Rights Commission (2022) 'Preventing hair discrimination in schools'

This policy operates in conjunction with the following school policies:

- Complaints Procedures Policy
- Behaviour Policy
- Pupil Equality, Equity, Diversity and Inclusion Policy
- LGBTQ+ Policy
- Tendering and Procurement Policy

## 2. Roles and responsibilities

The governing board is responsible for:

- Establishing, in consultation with the headteacher 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, inclusive, and does not disadvantage any pupil because 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 in this policy how best value for money has been achieved.
- Ensuring compliance with the DfE's '[Cost of school uniforms](#)' guidance.
- Processing and approving all eligible School Uniform Assistance Application Forms.

The headteacher is responsible for:

- Enforcing the school's uniform rules 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 shirt.

Staff are responsible for:

- Ensuring that pupils dress in accordance with this policy at all times.
- Where appropriate to their role, 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 headteacher if their child requires an exemption to the uniform rules for a period of time, with a reason 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 headteacher has granted an exemption.
- 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 will develop its uniform policy in relation to the following starting principles:

- The school will seek to ensure that the uniform is affordable. In so doing, the school will consider the total cost of school uniforms, taking into account all items of uniform or clothing parents will need to provide while their child is at the school.
- The school will seek to keep the use of branded items to a minimum.
- The school will seek to ensure that uniform supplier arrangements give the highest priority to cost and value for money, including the quality and durability of the garment.
- The school will seek to ensure that second-hand uniforms are available for parents to acquire. Information on second-hand uniforms will be published on the school's website.

#### **Principles in practice**

In accordance with the 'School Admissions Code', the headteacher will ensure that the school's uniform requirements do 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.
- 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 will keep variations in school uniform for different groups of pupils, e.g. year group-specific items or house colours, to a minimum to ensure that pupils can get the most wear out of their uniform and that parents can pass some items down to younger siblings.

The school will keep 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, e.g. supermarkets, due to the item's logo, colour, design, fabric or other unique element. Where the school requires an item of branded clothing, it will assess how prices can be kept as low as possible and put measures in place to facilitate this. This may include:

- Ensuring branded items are longer-lasting and unlikely to be worn out quickly.
- Making donated second-hand uniform available for purchase at a lower price.

The school will meet the DfE's requirements and recommendations on costs and value for money. Care will be taken to ensure that school uniform is affordable for all current and prospective pupils, and that the best value for money is secured through reputable suppliers.

The school will work with multiple suppliers to obtain the best value for money possible. Any savings negotiated will be passed to parents where possible. The school will 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 make frequent changes to uniform requirements and will take the views of parents and pupils into account when considering any changes.

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

The school takes its legal obligation to avoid unlawfully discriminating against any pupil very seriously.

In line with the above, the school will aim to ensure that its uniform policy is as inclusive as possible so that all pupils can access a school uniform which is comfortable, suitable for their needs, and reflects who they are, while avoiding any direct or indirect discrimination on the basis of protected characteristics or socio-economic status.

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

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

Parents' concerns and requests regarding school uniform and amendments to it are handled on a case-by-case basis by the headteacher and governing board, and always in accordance with the school's Complaints Procedures Policy.

Information on how the school ensures its uniform policy does not discriminate against pupils with specific protected characteristics is outlined below.

### **Gender**

To avoid disproportionately impacting pupils of a certain gender, the school will ensure that the cost of uniform is as equal in price as possible across items for all genders.

This includes:

- Adhering to the procedures laid out in the '[Cost principles](#)' section of this policy.
- Not directly requiring pupils of a certain gender to buy additional uniform, e.g. by requiring female pupils to buy both trousers and skirts.
- Not indirectly requiring pupils of a certain gender to buy additional uniform, e.g. by offering football in PE to only male pupils and requiring they buy football boots to participate.
- Not holding pupils of different genders to different uniform standards, e.g. by banning certain hairstyles for only one gender.

The school will implement a gender-neutral uniform, meaning that pupils will not be 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 LGBTQ+ Policy.

### **Religion and belief**

To avoid disproportionately impacting pupils of a certain religion, belief or culture, the school will ensure that there is flexibility to allow pupils to present themselves in a way that adheres to their dress requirements as far as possible, within the school's uniform policy.

The school will endeavour to meet all requests for amendments to the uniform for these purposes; however, the needs and rights of individual pupils will be weighed against any health and safety concerns appropriate to the circumstances, e.g. if safety headgear needs to be worn.

### **Race**

To avoid disproportionately impacting pupils of a certain race, the school will ensure that its uniform policy does not constitute unlawful indirect discrimination through blanket rules. This includes:

- Not banning hairstyles related to a pupil's ethnic origin, e.g. natural Afro hairstyles.
- Not banning hairstyles worn because of cultural, family and social customs, e.g. cornrows.
- Not banning head coverings related to a pupil's culture or ethnic origin, e.g. African heritage head wraps.

The school will follow the good practice guidance provided by the Equality and Human Rights Commission on ['Preventing hair discrimination in schools'](#).

### **SEND and medical conditions**

To avoid disproportionately impacting pupils with SEND or medical conditions, the school will ensure its uniform policy takes into account the needs of these pupils. This includes:

- Ensuring the school uniform uses soft, stretchy fabrics and avoids intricate buttons or hard seams.
- Allowing variations to the standard uniform for pupils whose medical conditions may impact how they dress, e.g. pupils with casts who require loose-fitting clothing or pupils with hair loss-related conditions who wish to wear head coverings.

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.

The school will ensure that it works with a supplier that acts in accordance with the school's values and principles on equality and inclusion.

## **5. Complaints and challenges**

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

The school will refer individuals who wish to complain to the Complaints Procedures Policy and request that they follow the procedures outlined therein.

When a complaint is received, the school will work with the complainant to arrive at a mutually acceptable outcome.

The school has an agreed procedure in place with its uniform supplier to deal with complaints about the supply and quality of uniforms.

In considering a complaint, parents should be aware that teachers can sanction pupils for breaching the school's rules on appearance or uniform. The school expects this to be carried out in accordance with the school's published behaviour policy. The school aims to deal with pupil non-compliance in a proportionate and fair way.

## **6. School uniform supplier**



The school's current school uniform supplier is:

- Castle Sports & Uniform in Falmouth
- Castle Sports & Uniform Ltd, 10 Killigrew Street, Falmouth, Cornwall, TR11 3PG
- Tel: 01326 311805
- Email: [enquiries@castlesports.co.uk](mailto:enquiries@castlesports.co.uk)
- Website: <https://www.castlesports.co.uk/>

The governing board will ensure that a written contract is in place with the supplier for branded items. The school will retender the uniform contract every **five years**, whether changes to the uniform are made or not, in line with the Tendering and Procurement Policy.

The governing board will be able to demonstrate how uniform is procured at the best value for money. The headteacher will work to ensure that the items are procured as cheaply as possible without compromising on the quality, e.g. by requesting standard-style items from the supplier rather than more intricate and unique designs.

The school will not sign contracts with suppliers before requesting visualisations and samples of proposed uniform.

## **7. Finding and consulting suppliers**

If the school is considering changing its suppliers and seeks a list of available suppliers, it will consider the following options:

- Researching local suppliers
- Consulting with other schools and networks
- Having informal discussions with potential suppliers to help determine the school's own needs

If the school prepares to request bids from potential suppliers, it will consider the following elements:

- What products parents will need
- Existing contractual commitments
- Length of tender process
- The school's evaluation process

## **8. Template documents**

Schools will use the DfE's '[Procuring uniform supplies](#)' template documents to ensure that they undergo the procurement process correctly. The templates consist of an invitation to tender, a request for quotation, and a pricing schedule.

Schools will use the invitation to tender template to ask questions of suppliers. Schools will then use the pricing schedule to ask suppliers to submit their prices. Full instructions on how to use the templates are included in each of the documents.

## **9. Uniform assistance**

The school will support disadvantaged families in meeting the costs of uniforms. School uniform assistance will be provided through school communicating with the uniform supplier so we can be invoiced for the cost of the uniform. The budget for the school uniform assistance scheme will be derived from pupil premium funds.

For parents to claim school uniform assistance, their children should be eligible for Free school meals (FSM). Eligibility will be determined by checking original documents from the relevant authority, detailing receipt of the benefit and the address of the pupil.

Families who meet the criteria will be asked to liaise with school through either the students tutor, Head of Year or the school office and admin team.

The school will hold second-hand school uniforms in the uniform cupboard by reception for parents to access; access to these uniforms will be made available upon request made to the headteacher.

Parents will be invited to donate their child's uniform when they no longer need it.

## **10. Non-compliance**

Staff will be permitted to discipline pupils for breaching this policy, where relevant to their role, in accordance with the school's Behaviour Policy.

The headteacher, or a person authorised by the headteacher, will be permitted to ask a pupil to briefly go home to remedy breaches to the school's uniform. When deciding whether to allow a pupil to return home, the member of staff will consider the pupil's age and vulnerability, the length of time it will take, and the availability of the pupil's parents. A parent will always be contacted before sending the pupil home – if contact with the pupil's parent cannot be made, the pupil will remain in school.

Where a pupil has been sent home to rectify uniform breaches, the absence will be recorded as 'authorised'. If a pupil repeatedly breaches uniform rules, or takes longer than necessary to rectify the absence, the absence will be recorded as 'unauthorised'.

Parents will be notified of pupils' breaches of school uniform whenever this issue cannot be addressed immediately or when the student is missing an essential item of correct uniform.

The information about the school uniform can be found on the school website: <https://penryn-college.cornwall.sch.uk/parents/uniform/> which details the following;

- Specific details of suppliers
- PE kit uniform

## **11. School uniform**

### **1.1.1 RATIONALE**

At Penryn College, we want students to feel proud of belonging to the College and wear their uniform smartly. The College uniform, chosen by the Governing Body in consultation with our students, is smart, comfortable, practical and easy to purchase locally. We want our students to look like young

people in a working environment. We want to be fair and consistent and by wearing the correct uniform it will allow us to be just that.

We also believe that uniform has other benefits such as:

**High expectations** – We have high expectations of our pupils which we want them to step up to and meet. This is so they are the best versions of themselves and succeed beyond their potential. Part of our high expectations is that students look the best they can and wear the correct uniform.

**Creating community cohesion** – We are all in this together and we want to ensure equality, fairness and togetherness for everyone. We want students to have a real sense of belonging to the school community by wearing the correct uniform.

**Reduce unkindness and distractions** – We want all students, no matter their socio-economic background, to feel safe and happy at school. Reducing differences in the clothes and shoes students wear helps to ensure no student feels disadvantaged. Clothing can also be another distraction in an already busy world. Uniform encourages a focus on their education rather than status and obsession with having the latest designer styles.

**Safety** – If students are identifiable in a unique uniform, we can keep pupils safe and can easily recognise those on school grounds are part of our community and those who are not. As a community school, we occasionally have other students on site for events, such as sporting fixtures, and we can quickly and easily see who belongs to Penryn College. On school trips, pupils are easy to identify and keep safe.

**Preparation for life beyond school** – Many jobs require uniform or special clothing, and it will be expected that they would wear what is asked of them correctly. Dressing professionally is something that students need to prepare for moving forward.

**Improvement in learning** – Research shows that having a uniform and wearing this correctly, as per the school policy, can improve the development of the school ethos and improve behaviour and discipline. This will contribute to the progress of pupils.

### **Some Key Points**

- Please provide tailored trousers rather than those resembling leggings and help us encourage girls to wear skirts of a suitable length for the workplace.
- A high standard of personal appearance is expected. Hairstyles must be appropriate for College, and jewellery should be discreet. All other facial jewellery is inappropriate and should not be worn to College.
- Please support us in ensuring your son or daughter does not wear fashion extremes in school.
- Please label ALL items of clothing. The loss of items causes students and parents/carers considerable upset.

### **Penryn College Uniform List**

**Jewellery:** Students are allowed to wear one pair of stud or hoop earrings (no bigger than a 5 pence coin), one ring and one bracelet. No facial piercings or spacers.

**Hair:** Should be suitable for college, avoiding non-natural hair colours and extreme styles.

**Outer Layers:** Students are allowed to wear coats, not hoodies or more jumpers, in the school grounds, but these must be removed on entry into classrooms.

**Other layers:** Students must wear the white polo shirt (grey in year 11) with a college logo and when needed the plain black sweatshirt with the college logo.

Skirts: Students are allowed to wear plain black school skirts which end closer to the knee and the hip. As a further guide to visualise this, they should not sit more than the width of a school identity card from the knee.

Trousers: Plain black 'supermarket style' formal trousers are permitted. Trousers should rest on the top of the shoe and not be rolled up. Plain black, knee length tailored shorts are also allowed.

Belts: Must be black and worn through the trouser belt loop.

Socks and tights: Only black or white ankle socks are allowed; tights must be plain black or skin coloured and without holes or rips.

Shoes: Smart black shoes must be worn. Only branding from traditional shoe supplies such as Kickers, Clarks or Dr Martens is permitted. We do allow rubber soled shoes, but they must not be trainers or have sportswear or skate branding, such as Adidas, Nike or Vans. Plain, black and unbranded canvas shoes are acceptable.

## Recommended Footwear

Celebrate and recommend these to students who need to make changes.



The shoes below are not allowed, even with labels removed, as they are branded and identifiable as sport or skate brands or are simply trainers rather than shoes



We do not **recommend** these (branded) style however we do not challenge them at this point.



## What happens when things go wrong?

We understand that sometimes things happen and there might be an issue with your child's school uniform. We want to work with you to help students be in the correct uniform.

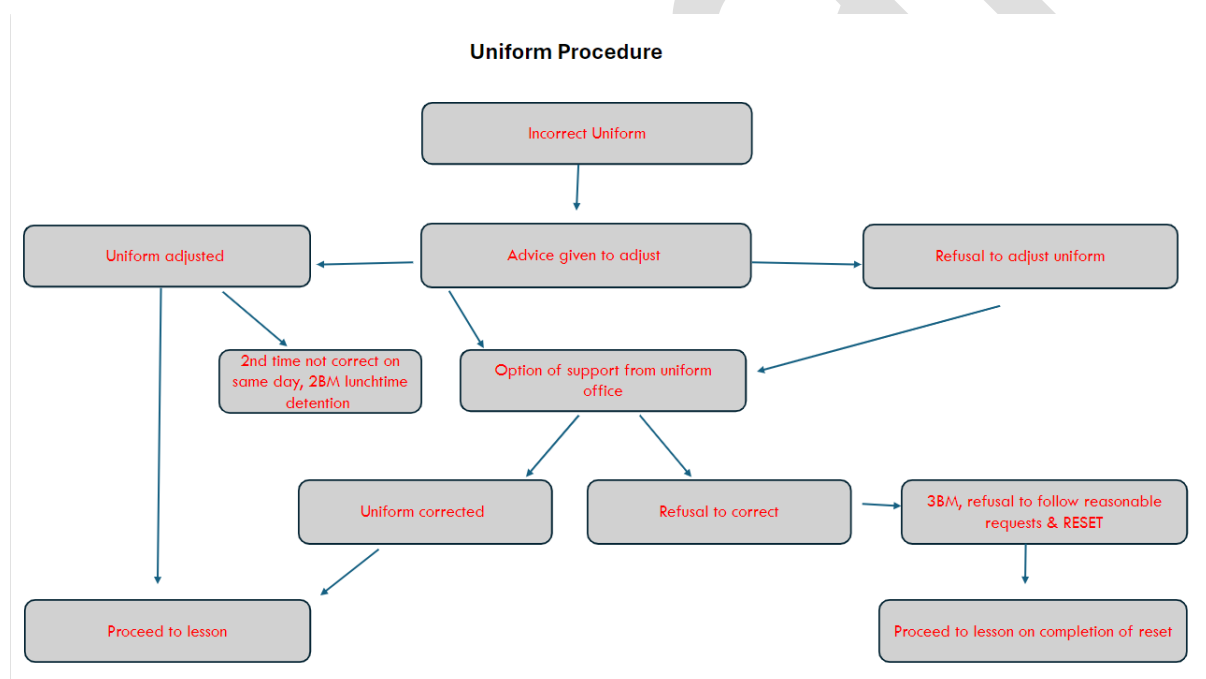
If there is an issue, a note from home explaining the situation is needed. We will then lend the student some school uniform from our supply for them to wear for the day.

We will ensure we have enough supplies of clean uniform and shoes to help students out if there are issues. If a student refuses to wear this uniform, that will result in disciplinary action being taken. Students wearing the wrong shoes will be issued with plimsolls, as is the case in many other schools. In order to be hygienic, at the end of each day, the plimsolls will be sprayed so germs are not spread.

Many thanks in advance for your support getting this important issue right.

## Uniform Flowchart

The flowchart below details the process if a student attends school in incorrect uniform or is wearing something inappropriate.



## 12. Adverse weather

All pupils will be advised to wear weather-appropriate clothing.

For hot temperatures, this includes wearing:

- Tops that cover the shoulder area.
- Sunglasses with UV protection when outside.

Pupils will be advised not to wear any jumpers during heatwaves. As a result, all students must wear the College branded polo shirt at all times. If outside during break times, pupils not wearing sun-safe clothing will be advised to stay in an area protected from the sun, or spare clothing is provided.

For cold temperatures, this includes wearing:

- Scarfs, gloves, coats and hats when outside.
- Base underlayers which must be white
- Trousers, or skirts and thick tights.

### 13. Labelling and lost property

Parents will be advised to ensure that all pupils' clothing and footwear is clearly labelled with their name and year group.

Any lost clothing will be taken to the lost property box in the school office. All lost property will be retained for **one month** and will be disposed of if it is not collected within this time.

### 14. Monitoring and review

This policy will be reviewed annually by the chair of governors and the headteacher. The next scheduled review date for this policy is July 2025

The school will engage with parents and pupils when reviewing this policy.

Any subsequent changes to this policy will be communicated to all staff, pupils, parents and other relevant stakeholders.