



Innovation, Aspiration and Excellence

School Uniform and Standards of Appearance Policy

Policy & Procedure Number	HS007	
School Link	Chloe Buckenham (VP)	
Principal	Michael McCulley	
Chair of Academy Improvement Management (LG) Board	Johanne Thomas	
Category	Uniform	
Authorised By	AIM Board	
Author(s)	Chloe Buckenham (Vice Principal)	
Last revised by	Chloe Buckenham	May 2021
Version	1.8	
Status	Under Review:	
	Approved:	✓
	Adopted:	✓
Issue Date	MAY 2021	
Next Review Date	MAY 2022	
Statutory Policy		
Website		
<i>PRINTED COPIES ARE UNCONTROLLED</i>		

Contents

1. Houlton School Uniform Policy	3
2. School Uniform: Year 7-11	3
Jewellery.....	4
Hair	4
Cosmetics.....	4
PE/Dance Kit.....	4
Outer Garments.....	5
Health & Safety	5
3. Sixth Form Dress Code	6
TLET Guidance on Dress.....	6
Table outlining typically suitable items for Sixth-Form dress and appearance:.....	8

1. Houlton School Uniform Policy

At Houlton School, we are preparing our pupils for the challenges and opportunities of their future lives. We recognise that it is important that pupils are used to following exemplary standards of dress to prepare them in the future for those specified by the organisation for which they may work. We aim to be excellent in our expectations of all pupils and therefore expect pupils in Year 7-11 to attend wearing full school uniform as per the Houlton School Uniform Policy. Sixth Form students are expected to wear business-appropriate dress, broadly in line with the TLET Staff Dress Code.

It is the parent/carer(s) responsibility to ensure pupils are correctly dressed for the school day. If a pupil fails to wear the correct uniform, or have a business-like appearance, they will be expected to rectify this. Pupils may be asked to change into uniform stored at school, or parent/carer(s) may be called to bring the correct uniform into school. Any refusal by a pupil to adhere to the Houlton dress code policy may result in consequence sanctions and/or the pupil being withdrawn for the day. There may be on-going consequences for persistent refusal to comply with the School Uniform Policy (see Houlton School Positive Behaviours Policy for a complete overview of consequences).

We ask parents and carers to support these expectations and ensure that their child is in the correct school uniform or has a business-like appearance every day.

The school reserves the right to decide on the suitability of any items of clothing and business-like appearance. Should parent/carer(s) be unsure about anything, we encourage early contact with the school before purchasing school uniform items, including footwear, or making changes to appearance.

2. School Uniform: Year 7-11

- Grey contemporary style logo blazer (two cuts available)
- **Optional** grey Houlton School logo pullover (unisex)
- Tartan kilt-style logo skirt, which, if worn, must be worn on or below the knee; any pupil not wearing the skirt at the specified length will lose the privilege of wearing it and will be required to wear our contemporary logo trousers instead.
- Grey contemporary style logo trousers (two cuts available). Trousers must be at ankle-length and not modified to capri or similar styles.
- **Optional** contemporary style logo shorts (two cuts available).
- Plain white, shirt /blouse (must be suitable for wearing a tie).
- Houlton School tartan tie (clip-on style available in different lengths).

- Plain apron suitable for practical lessons.
- Plain, dark (black or grey) ankle socks or black, opaque tights.
- Black leather or leather look shoes. Canvas shoes, trainers, trainer-style or shoes with logos are not acceptable (see guide pictures).

Jewellery

- No decorative jewellery may be worn except for one small plain stud (no gem stones) earring per ear.
- Pupils are permitted to wear a watch but smart watches are not permitted.
- Rings, bracelets and necklaces are not permitted.
- Nose studs or facial jewellery of any kind are not permitted.

Hair

- No extreme hairstyles are permitted
- Pupils are expected to have natural hair colours of one shade only.
- No cuts shorter than grade 2 and skin-fade styles are not acceptable.
- Undercuts and razor art are not permitted.
- All hair must be kept neat. Hair that is long enough to tie back should be tied back for both boys and girls at all times in the main (11-16) school, with Sixth Form hairstyles conforming to the appropriate dress code (below).

Cosmetics

- Eyebrows should be natural, not drawn on or with any razor indents.
- False or acrylic nails are not permitted.
- Any nail varnish worn must be clear.
- Make-up must be natural and used only for the purposes of covering blemishes. Eye make-up, lipstick, bronzing or highlighters are not permitted.

Pupils arriving at school with inappropriate cosmetics/hair will be asked to rectify this prior to attending lessons and may be withdrawn from circulation until they have been able to do so.

PE/Dance Kit

Pupils will be expected to bring the appropriate Houlton School PE kit into school on days when PE is timetabled, or when pupils are involved in fixtures/representing the school in sporting events. Pupils must ensure they are equipped with:

- Appropriate trainers for indoor PE / boots for outdoor rugby/football as directed by PE staff.
- Houlton School PE shirt.

- Houlton School PE hoodie (optional but pupils may **not** wear any alternative hoodie).
- Houlton School PE shorts or Houlton School bottoms as preferred.
- Houlton School Base and Mid-layers are available. No other/branded items are acceptable.
- Houlton School PE socks.

Outer Garments

- Plain black, dark grey or navy coat only with no large logos.
- Hoodies are not permitted (except the Houlton hoodie for PE lessons only).
- A scarf / gloves / winter hat is permitted during the winter months but must be removed in all buildings.
- Pupils wearing a Hijab/turban or other item of clothing relating to religious observance must ensure that it is either black or grey in colour. Full face coverings are not appropriate for wear in school.
- All pupils should have a suitable bag for their essential daily equipment.

All applicable uniform must carry the Houlton logo/monogram and is available from the following suppliers:

- Webb Ellis Ltd, 5 & 6 St Matthew's Street, Rugby, CV21 3BY Tel: 01788 567777
- XXX Second supplier TBC

Health & Safety

- Gum shields must be worn for rugby and any other contact sports as directed by staff.
- Shoes or boots worn for outdoor games may not be worn indoors.
- Appropriate footwear must be worn for PE at all times.
- All jewellery must be removed for PE lessons.
- **Design Technology/Food Technology** – An apron suitable for practical work must be worn and ties removed when using equipment in class as and when directed by staff.

All items of school clothing worn in school should be clearly marked with pupils' names.

3. Sixth Form Dress Code

Sixth Form students are expected to adhere broadly to the TLET staff dress code policy and be dressed in appropriate business wear at all times. Any student arriving to school with inappropriate dress or appearance will be sent home to change and may be issued with an appropriate consequence.

A person's dress and appearance are matters of personal choice and self-expression and some individuals will wish to exercise their own cultural customs. However, Sixth Form students should select a manner of dress and appearance appropriate to the professional environment of the school, which may be different from how they dress when not at school. That also applies to online or virtual learning or when working as part of a smaller group than usual on site.

Sixth Form students should ensure they are dressed decently, safely and appropriately for the tasks and work they undertake. Those who dress or appear in a manner which could be viewed as offensive, inappropriate or provocative will render themselves vulnerable to criticism.

The school's dress code for Sixth Form students is as follows:

TLET Guidance on Dress

We aim to encourage our Sixth Form students to feel confident and take pride in themselves. This extends across all aspects of their lives: their relationships with their peers, their work, their behaviour and their appearance.

As students attending the Sixth Form, they are in a position to act as role models for our younger pupils, leading by example in all aspects of their work, including their appearance.

Our aim in having a dress code for Sixth Form students is to ensure:

- clear expectations and guidelines are set out for staff, pupils and volunteers;
- students in the Sixth Form are suitably attired to meet safeguarding requirements;
- that all younger pupils have appropriate role models for professional dress; and
- students in the Sixth Form and younger pupils understand the importance of appropriate dress at relevant times (e.g. changing for P.E, covering clothes for art, etc.).

As part of safeguarding for Sixth Form students, it is important that they wear clothing which is:

- appropriate to their role and garments are suitable for the activity e.g. 'moving and handling' or sitting on the floor decide whether trousers are more appropriate than a skirt;
- not likely to be viewed as offensive, revealing or sexually provocative;
- do not distract, cause embarrassment or give rise to misunderstanding;
- absent from any political or otherwise contentious slogans;
- not discriminatory;
- suitably smart/professional clothing and footwear must be worn;
- appropriate clothing should be worn for the activity e.g. changing into sports clothing before P.E. and back into 'professional' dress afterwards; wearing an art apron during messy art activities;
- during out of school visits, the dress code applies; however, if pupils are required to wear alternative clothing due to the nature of the visit, this will be made clear in the visit invite.
- tattoos and body art to be covered and piercings should be subtle and understated;
- jewellery is worn at the individuals own risk and should be modest and appropriate for a professional environment. Care must be taken to ensure it does not cause a health and safety hazard and that jewellery cannot injure a student unintentionally. Ensure all jewellery is removed during P.E./Dance sessions as per expectations of younger pupils and staff.

All clothing must be appropriate for the task or role in school and not breach Health and Safety regulations.

Table outlining typically suitable items for Sixth-Form dress and appearance:

Suitable	Not Acceptable
Shirt and tie or smart office style top (i.e. plain shirt, blouse)	T-shirts, shirts without a collar, strappy or revealing tops
Smart tailored trousers or appropriate length smart style skirt/dress	Denim, sports trousers, short or tight skirts/dresses
Leggings worn as tights with an appropriate length smart skirt or dress	Sports shoes, canvas shoes, flip-flops, beach sandals, thigh-high or open boots. High or stiletto heeled shoes
Smart shoes/boots with a flat or low heel (i.e. plain leather, court shoes, smart sandals)	Hoodies, large or offensive logos, sweatshirts, sports tops, casual cardigans
Appropriate (V-Neck) jumper/cardigan	Denim or leather jackets
Smart jacket	Facial or tongue piercings, visible tattoos
Natural hairstyles	Extreme hairstyles/hair colours
Natural and minimal make-up	Hats and caps