

School Uniform Policy

Believing in Excellence means that the school has key values that all members of our school community live by. These are:

- Respect;
- Resilience;
- Responsibility.

These values apply to three important spheres of life:

- Believing in Excellence for ourselves;
- Believing in Excellence for others;
- Believing in Excellence for our environment.

Date of Policy	July 2020 – addendum added March 2021
Date agreed by Governing Body	July 2020
Date of next review	May 2021
Lead Member of Staff	Mr E Brennan, Deputy Headteacher Mrs K Siddall-Ward, Head of Primary Phase

Purpose

We believe that uniform instils a sense of pride in the school and promotes feelings of community. A uniform also looks smart, it sets an appropriate tone and develops a purposeful learning environment.

Our uniform has been developed in consultation with pupils, parents, local governors and the local community. A full consultation of views and concerns will take place before any amendments are made to this policy. Cost is carefully considered in deciding on uniform design and uniform suppliers, and we review contract arrangements with suppliers regularly so that parents continue to get value for money. Sustainability is considered carefully when sourcing all items of compulsory uniform.

Aims

Our uniform is a positive expression of our ethos in “Believing in Excellence” and values. The wearing of our uniform should encourage pupils to treat each other and the school environment with respect. It should support pupils in learning how to dress in a manner appropriate to the activity being undertaken and promote the learning environment within the school.

Communication with Parents

This policy is available on the school website. Prospective parents are sent clear guidance on uniform well in advance of the admission of their child. Pupils and parents will be notified of the uniform requirements via letters, newsletters, pupil planners, induction packs and the school website.

Equal Opportunities

To promote inclusion and engagement with the school, pupils will be required to wear uniform items for day-to-day wear as well as in some specialist subjects, such as PE. We will seek to make appropriate arrangements to reflect the requirements of different religious faiths with regards to acceptable variations of the school uniform. We are sensitive to and demonstrate a respect for the needs of different cultures, races and religions, and their needs are accommodated within this policy.

Health and Safety

Any religious variations to our uniform must still comply with our Health and Safety requirements. Health and Safety is considered in relation to appropriate dress codes for all pupils. To promote a healthy lifestyle, our uniform does not preclude walking or cycling to school. Pupils are permitted to wear light colours and reflective materials over their uniform, so that pupils are as visible as possible when walking or cycling to school during the winter months. It is strongly recommended that pupils wear a cycle helmet when cycling to school.

Procedure in the event of non-compliance

Non-compliance with the uniform policy is investigated directly case by case. We may impose sanctions for breach of the uniform policy. The school will hold a stock of uniform and if a pupil is not in correct uniform they will be expected to wear the uniform provided.

Persistent flouting of the uniform requirements will be dealt with as a disciplinary matter by the Progress Leader or Assistant Headteacher. We may ask a pupil to go home to change their clothes. This will be for no longer than is necessary to effect the change of clothing and would only be appropriate where the change could be made quickly and easily. In such cases parents will be notified. We will always bear in mind the age and vulnerability of the child and availability of a parent.

Exclusion is not usually an appropriate response to breaches of this policy, except where persistent and defiant.

Monitoring and Evaluation

- The school will conduct uniform checks to ensure compliance, and will report the statistics to Governors.
- There will be an annual review of supply arrangements and costs.
- The level of financial support provided will be reported to the Governors on an annual basis.

Additional Guidance

- The uniform will be reviewed annually by the Headteacher, in consultation with Governors, pupils and parents. (Uniform requirements are itemised below).
- Full school uniform must be worn to and from school on school days, and on day-time visits, away sports fixtures and by pupils on duty at school functions. Uniform regulations may be relaxed on school trips, at the discretion of the Headteacher.
- The decision to vary school uniform in the light of weather changes lies at the discretion of the Headteacher.
- Pupils are not allowed to cover piercings (e.g with plasters) and may not use sleepers. Parents who want their children to have facial piercings should have these done at the beginning of the summer holidays so that studs, rings, sleepers can be removed during the school day. The school takes the view that facial piercings can be dangerous and easily become infected.
- School will operate a hardship fund to help pay for uniform in cases of need in line with the school Financial Support Policy.
- Uniform requirements will be enforced by all staff.
- Progress Leaders will lead Form Tutors, in the Secondary Phase, in the enforcement of standards. In the Primary Phase the Class Teachers will enforce the standards.
- School actively discourages pupils from having tattoos. Should pupils have a tattoo they must not be visible.
- PE kit is also a requirement and details are published below

N.B. The policy aims to cover all aspects of uniform and standards of presentation for pupils. If an unforeseen issue arises the Headteacher has the right, in consultation with the governors, to waive or introduce new expectations.

The school leadership team and governors reserve the right to enforce school standards, monitor compliance and act as final decision makers of what is and is not acceptable uniform.

Primary Phase

The School uniform supplier for the Primary Phase is Sussex Uniforms

Compulsory Uniform	
Reception Year – Year 5	
Girls	Boys
Navy blue sweatshirt with embroidered school badge – from school supplier	Navy blue sweatshirt with embroidered school badge – from school supplier
Navy blue sweatshirt cardigan with embroidered school badge – from school supplier	Navy blue sweatshirt cardigan with embroidered school badge – from school supplier
Plain white polo shirt from the high street	Plain white polo shirt from the high street
Charcoal grey skirt, charcoal grey pinafore dress or charcoal grey trousers - from the high street	Charcoal grey trousers – from the high street
Blue and White check summer dress or charcoal grey shorts may be worn in Terms 5, 6 and 1 only – from the high street	Charcoal grey shorts may be worn in Terms 5, 6 and 1 only – from the high street
Tights/socks – black, navy blue, white or grey	Socks – black, navy blue, white or grey
Black closed toe school shoes (not trainers or canvas type footwear)	Black closed toe school shoes (not trainers or canvas type footwear)
Compulsory PE Kit	
School sports T-shirt with school badge – from school supplier	School sports T-shirt with school badge – from school supplier
Plain black shorts – from school supplier or from the high street	Plain black shorts – from school supplier or from the high street
Other Items	
Sun Hat – parent to provide	Sun Hat – parent to provide
Navy Blue Book Bag with school badge – from school supplier. (for Reception Year, Year 1 and Year 2)	Navy Blue Book Bag with school badge – from school supplier. (for Reception Year, Year 1 and Year 2)
Navy Blue Rucksack with school badge – from school supplier (for Year 3, Year 4 and Year 5)	Navy Blue Rucksack with school badge – from school supplier (for Year 3, Year 4 and Year 5)
Royal Blue Gym Sac with school badge – from school supplier	Royal Blue Gym Sac with school badge – from school supplier

- **Summer uniform may be worn during Terms 5, 6 and 1 only**

<u>Compulsory Uniform for Transition Year 6</u>	
Girls	Boys
Royal blue blazer with school badge – from school supplier	Royal blue blazer with school badge – from school supplier
White school shirt, buttoned up and tucked in.	White school shirt, buttoned up and tucked in.
Skirt or Trousers, Charcoal grey from high street	Trousers, Charcoal grey from high street
School Tie with school badge - from school supplier	School Tie with school badge - from school supplier
Tights/socks – black, navy blue or grey	Socks – black, navy blue or grey.
Black low heeled formal school shoes (not trainers, Vans or other branded sportswear)	Black formal school shoes (not trainers, Vans or other branded sportswear)
Compulsory PE Kit	
School sports shirt with school badge – from school supplier	School sports shirt with school badge – from school supplier
Plain black shorts – from school supplier or from the high street	Plain black shorts – from school supplier or from the high street
Other Items	
Navy V neck jumper with school badge - from school supplier (to be worn under the Blazer)	Navy V neck jumper with school badge - from school supplier (to be worn under the Blazer)
Navy Blue Rucksack with school badge – from school supplier	Navy Blue Rucksack with school badge – from school supplier

There is no summer uniform permitted for Year 6.

Blazers: Pupils may remove blazers in class at the teachers’ discretion and during social time, should they wish to. Blazers shall be worn at all other times including when moving between lessons.

Jewellery

One small stud in each ear is permitted. No piercing in inner part of the ear
 No facial or visible body piercings
 No bracelets or rings.
 A wristwatch is allowed

Hairstyles

Extreme hairstyles are not permitted in the School. “Carved/cut designs” are not permitted. Both boys and girls should not have any bright coloured hair dye added to their natural colour.
 Long hair must be tied up neatly for school. Only a simple coloured band or headband is permitted. Bows and other ornate headbands are not allowed to be worn in school.
No nail varnish is to be worn

Secondary Phase

The School uniform supplier for the Secondary Phase is Sussex Uniforms

<u>Compulsory Uniform</u> <u>Year 7 to Year 11</u>	
Girls	Boys
Royal blue blazer with school badge – from school supplier	Royal blue blazer with school badge – from school supplier
White school shirt, buttoned up and tucked in.	White school shirt, buttoned up and tucked in.
Skirt (must not be lengthened or shortened) or Trousers, Charcoal grey - from school supplier	Trousers, Charcoal grey - from school supplier
School Tie with school badge - from school supplier	School Tie with school badge - from school supplier
Tights/socks – black, navy blue or grey	Socks – black, navy blue or grey.
Black low heeled formal school shoes (not trainers, Vans or other branded sportswear)	Black formal school shoes (not trainers, Vans or other branded sportswear)
<u>Compulsory PE Kit</u>	
School sports shirt with school badge – from school supplier	School sports shirt with school badge – from school supplier
School shorts or leggings with school badge – from school supplier	School shorts with school badge – from school supplier
<u>Other Items</u>	
Navy V neck jumper with school badge - from school supplier	Navy V neck jumper with school badge - from school supplier

Blazers: Pupils may remove blazers in class at the teachers’ discretion and during social time, should they wish to. Blazers shall be worn at all other times including when moving between lessons.

General Appearance

The tie must be tied in such a way that the school logo is visible just below the knot.

Jewellery and make-up

Only one small stud in each ear is permitted. No piercing in the inner part of the ear.

Jewellery that stretches the earlobe is not permitted

No facial or visible body piercings.

No bracelets or rings.

A wristwatch is allowed

No visible make-up is to be worn, including coloured nail varnish or false eye lashes

No long nails or extensions

Hairstyles

Extreme hairstyles are not permitted in the School. “Carved/cut designs” are not permitted. Both boys and girls should not have any bright coloured hair dye added to their natural colour.

BAGS: Pupils are required to carry their equipment in a school bag/rucksack. Bags should be big enough to comfortably hold A4 folders and books.

Purchasing Uniform

Sussex Uniforms provide the uniform for our school. You can order directly online or via the school website. Website: <https://www.sussexuniforms.co.uk> or telephone 01444 227066

Once on-line, please either select Cavendish School from the School Finder list or type in Cavendish School in the 'search' facility.

The school will no longer be selling items directly with the exception of ties.

E-mail – sales@sussexuniforms.co.uk

Phone - 01444 227066

Address: Sussex Uniforms, Units 1&2 Bridge Road Business Park, Bridge Road, Haywards Heath, West Sussex, RH16 1TX

Delivery Options

Delivery charges vary from £2.95 to £4.95 depending on the size of your order and are usually delivered in 5-7 days. Any on-line order has a free return facility.

Payment

When ordering online payment will be required by card.

For your information, the School will keep a permanent stock of ties for purchase at any time.

Addendum to the Secondary Phase Behaviour and Uniform Policies during COVID-19

At Cavendish School we aim to maintain a secure, safe and stimulating learning environment in which all pupils are encouraged to follow our values of; Respect, Resilience and Responsibility. Whilst expectations in both our '[Behaviour for Learning Policy](#)' and '[Uniform Policy](#)' remain pertinent, it is necessary, in light of the Covid 19 Pandemic, to make some adjustments for the health and safety of pupils and staff. This addendum applies until further notice.

It sets out any changes, modifications and exceptions to our normal behaviour and uniform policy during this particular period in time. Pupils, parents and staff should continue to follow our normal behaviour and uniform policy with respect to anything not covered in this addendum.

We may need to amend or add to this addendum as circumstances or official guidance changes. We will communicate any changes to staff, parents and pupils.

In particular, pupils should be mindful of the following:

Attending the School site

Arrivals, departures and moving round the school.

Expectations will be explained to engage pupils via; one to one discussions, daily reminders at the start of each day, whole year group assemblies or face to face virtual meetings. Staff will continue to encourage pro social behaviours on site at all times, however pupils will be sanctioned and removed from the setting if they display anti-social behaviours. It is imperative that pupils remain in their Year group or allocated bubble. Pupils who fail to follow these guidelines may be issued with a C3 Inappropriate Behaviour after school detention.

Pupils will enter school through their designated entrance at the agreed time. Pupils will enter the school site and go straight to their designated year group zone, they must stay within their zone unless it is agreed by a member of staff that they can leave their zone, such as for the use of the toilet or to leave for the end of their lesson. They must follow the instructions of all members of staff, at all times.

Pupils must have responsibility for their own equipment e.g. water bottles, stationery/well stocked pencil cases, calculators etc. and ensure that these are not shared with others. All pupils should have a reading book with them each day.

Hand washing and Hygiene

Pupils will be expected to follow all hand washing and hygiene routines while in school. Pupils will wash hands/use antibacterial gel before entering school, after returning from the outside, before and after eating and at regular intervals during the day. We ask pupils to follow the 'catch it, bin it, kill it' mantra when in school, if they need to cough or sneeze, they should use a tissue or crook of their arm.

Pupils will be reminded not to touch their face, mouth, nose or eyes while at school.

Should a pupil refuse to follow these routines, disciplinary procedures and sanctions will be used (see below).

Social Distancing

Pupils will be expected to socially distance from their peers and adults in school and on the playground/field at all times, remaining in their designated year team zones. Pupils will be placed in a seating plan and should remain in their seat unless asked to move by a member of staff.

When pupils enter their zone, they will be expected to go straight to their classroom and their table/seat and nowhere else in the room.

Pupils will put their hand up if they need a member of staff's support. They will not get out of their seats. Members of staff will ensure that pupils, wherever possible, adhere to social distancing measures. Where pupils are not complying, the usual disciplinary procedures and sanctions will be used (see below).

Break times

Pupils will have a designated zone and food outlet to use during break times. Pupils will be expected to remain socially distant from both peers and adults during break times. Pupils must stay in their designated area and use the correct food outlets at all times. Where pupils are not complying, the usual disciplinary procedures and sanctions will be used, see details below.

Face Masks

Pupils are expected to wear masks to and from school when using the public transport. Face masks are required for secondary pupils and staff in all communal areas, including classrooms. Every pupil should have two comfortable masks (one spare in their bag) whilst attending school. A plastic bag to store the first mask if it becomes damp or dirty. Reusable masks should be washed regularly.

If a pupil is exempt, they wear their blue wristband. Pupils will be given a misdemeanor and a disposable mask (if necessary) if they do not wear one in the required areas. Pupils who have disclosed that they are exempt will have been allocated a blue wristband. Exempt

pupils will receive a misdemeanor if they do not wear their blue wristband. You can make your own masks using the following guidance: [How to make your own mask](#)

In order to wear masks safely, pupils should:

- Clean their hands before and after touching - including to remove or put them on
- Store them safely between use, in a plastic bag
- Dispose of disposable masks safely in a lidded bin (these are in every classroom)

If pupils wear glasses, they may prefer to wear masks that have the small metal piece over the nose. This will help to prevent steaming.

Rewards

Teachers will be encouraged to use the reward system where possible during Covid-19. Members of staff will seek opportunities to praise individuals for good work, attitude or positive behaviour, and show recognition, if these are brought to their attention. Above all praise and encouragement should be used as much as possible.

Behaviour in school

If a pupil's behaviour is deemed high risk, for example, refusing to adhere to safety measures such as, hand washing, social distancing, remaining in their zones or deliberate behaviours that put themselves or others at risk, such as spitting or deliberately coughing at people, sanctions will be issued by staff. The weighting of these sanctions will be dependent on the level of behaviour. A member of staff will have a private conversation with the pupil to explain why we are having to follow the COVID-19 guidelines.

A member of staff will remove the pupil from the situation and again reiterate why we are having to follow COVID-19 guidelines. A discussion around the severity of the situation will be had and parents informed.

Should the anti-social behaviour warrant a more severe sanction, the issue will be dealt with by a member of the Senior Leadership Team and parents/carers will be contacted. Here at Cavendish we do all we can to keep pupils in school, as by doing so pupils are able to benefit from the structure and routine of everyday lessons, as well as the support they will receive in their relation to their learning and well-being. If however the behaviour of a pupil or group of pupils merits the issuing of a Fixed Term Exclusion, the school reserves the right to issue this, especially if the behaviour is deemed to be a risk to the safety of others.

All staff deserve the utmost respect during these challenging times and all pupils should respond to the requests made by any adult. This should be without challenge and all pupils should accept that an adults' decision is final.

Changes to detentions and isolations

Due to the nature of the bubble system that is in place it is not possible for our centrally organised C3 after school detentions to take place in one area. To enable after school detentions to take place, each year group has a designated classroom within their bubble where detentions take place after school each day. The school has a legal right to set after school detentions and parents/carers will be informed by the school office if their son/daughter has a detention that day, as stated in the Behaviour for Learning policy.

C4 Isolations, which normally involve a pupil working with a member of staff for the day before attending an after school detention, have also had to be modified as it is not possible for the pupil to move across different bubbles with the member of staff. Isolation for the duration of the bubble system will take place in the large school hall, where social distance is enforceable throughout the day. Guidance Leaders will supervise any pupils in isolation.

Pupils with Special Educational Needs

The school acknowledges that children will have had a range of different experiences during this particular period of time. Some may present with frustration as a result of being isolated from friends or having missed a significant event or experience; e.g. exams, school trip, etc. Others may have experienced bereavement or loss or another, real or perceived, traumatic episode. For many, the process of re-engagement with learning and the school community, under unusual circumstances, may require some additional input and encouragement.

As a result of these varied experiences pupils may present with behaviour that is not usual, this may include;

- Anxiety; lack of confidence
- Challenging behaviour; fight or flight response
- Anger; shouting, crying
- Hyperactivity and difficulties maintaining attention

For some pupils, including those with attachment concerns or SEN, and especially those with autism, the change in routines and lack of familiarity will require additional adjustment. The school recognises that behaviour could be a sign that for some individual pupils, there is an unfulfilled need and that the behaviour is communicating that there is a problem. The school will undertake an individual risk assessment for the pupil and use reasonable endeavours to make the necessary adjustments to reduce the stimulus that may trigger a behavioural response. The school will work closely with parents to implement supportive strategies that will inform an appropriate response.

Appendix A; Failure to follow health and safety instructions

Failure to follow staff’s instructions and behaviours putting staff and other pupils at risk, for example refusing to adhere to safety measures, such as, hand washing, social distancing, remaining in their bubbles or deliberate behaviours that put themselves or others at risk, such as spitting or deliberately coughing at people.

Teaching staff to record on ClassCharts and inform respective Progress Leader or member of SLT depending on severity of behaviour.

PUPILS SHOULD NOT CHALLENGE THE DECISION/REQUESTS OF ANY ADULTS ADDRESSING ANTISOCIAL BEHAVIOUR THAT IS PREVENTING THE LEARNING OF ANY PUPIL OR KEEPING PUPILS AND ADULTS SAFE.