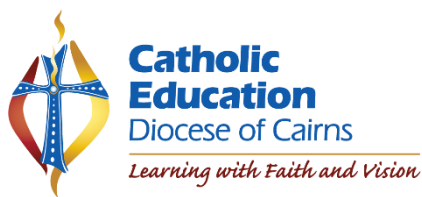


Procedure



Directive No:

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Author: Director School Effectiveness

School Uniforms

Purpose

This procedure will assist schools in formulating and applying policies relating to school uniforms. It also provides guidance in managing changes to school uniforms.

Application

These procedures apply to all schools in the Diocese of Cairns with the exception of Special Assistance Schools.

Procedure

A school uniform is a means of developing school spirit and identification. It can also assist with safety and security issues, enabling staff to quickly identify students for whom they have responsibility.

Schools also have a legal obligation to ensure the school uniform policy is non-discriminatory and inclusive..

As Catholic Schools, we have an important role in reducing the risk of modern slavery in our operations and supply chains. Clothing manufacturing is considered to be a high risk sector and as such it is essential that due diligence is undertaken through risk management. [Link to Modern Slavery Declaration Form.](#)

procedures:

1. The Principal is responsible for leading the process through which the local policy on the school uniform is developed and/or evaluated.
2. The elements of the school uniform and how it should be worn should be clearly communicated to parents and students as part of the enrolment process and through school media such as newsletters and websites. All uniform options should be presented without bias.
3. In implementing the uniform policy, the Principal, in collaboration with the staff, school board, other parents and students, decides on the uniform regulations keeping the following points in mind:
 - Students are expected to wear the school uniform.
 - The school's Sunsmart School Policy (sample policy provided with the CES Sunsmart Safety Procedure) should be adhered to. A hat for protection from the sun and suitable footwear should be in keeping with the climate.
 - The application of the school uniform policy should be non-discriminatory especially with regard to student gender. The freedom to choose from available uniform options should be genuine – rules should apply equally to all students at all times. Genuine options should be available across all uniform categories (formal, sports, everyday, seasonal) and should include shorts and pants options for all students.
 - All elements of the school uniform (full uniform, sports, house etc) need to be fully specified. (For example “black leather lace-up shoes with black laces”)
 - A decision needs to be made as to when the sports uniform is to be worn.
 - Change in uniforms should be rare - it is not helpful for a school to regularly change its uniform or discuss changes to its uniform.
 - Terms of reference for determining a new uniform or a change in uniform should address
 - **Cost** – Is the total cost of the uniform reasonable and affordable for families? Does the school facilitate the recycling of second hand uniforms?

- **Durability** – Can parents expect fairly long wear under normal school conditions? Is the uniform easy care and easy wear?
 - **Suitability** – Is the uniform sunsmart and suited to the local climate? Is it suited to a range of school activities?
 - **Equity** – Uniform options or modifications that are reflective of the diverse needs of students should be provided by schools. These options or modifications should be available in all uniform categories and include shorts and pants for all students regardless of gender. All students have the right to dress in a manner consistent with their gender identity, disability needs and expression or cultural background. Students are therefore permitted to wear the uniform of their choosing. The same uniform standards and procedures apply to all students, and it is an expectation that they will adhere to all uniform dress codes.
 - **Catholic values** – Does the uniform promote and identify school and Catholic values? Schools may also address whether the uniforms are sourced from suppliers committed to fair wages and conditions for their workers (see, for example, www.fairwear.org.au)
 - **Availability** – Can suppliers and stockists guarantee sufficient stock will be available to meet school needs? Are the stockists locally convenient?
 - **Uniqueness** – to prevent unauthorised copying and sale of the uniform, consideration should be given to incorporating school logos or other unique identifiers on the uniform and registering these with Intellectual Property Australia.
 - **Fairness** – Is the process for a change in uniform fair to school families as well as manufacturers, suppliers and stockists?
 - **Hairstyles** – schools need to consider procedures which follow anti-discrimination laws and are applied in a fair manner taking into consideration students from diverse backgrounds.
- The cost of a change in uniform for a family is a significant financial outlay. Consideration should be given to a long lead-in time where both the previous and new uniforms are able to be used.
 - In fairness to the business community, existing stocks are to be kept in mind if changes are planned. It is important for schools to have an early understanding of the supplier’s perspective – existing stocks, lead times for orders, time required to deplete existing stock etc. Generally the critical date is the supplier’s deadline to order ‘back to school’ stock for the following year – any decision to change a uniform should be made well in advance of that date.
 - All communication with manufacturers/suppliers/stockists relating to quality, service or proposed changes to a school uniform should be clearly documented. The content of phone calls and meetings should be confirmed by a follow-up letter or record of meeting. In dealing with suppliers regarding any changes to a uniform schools should communicate clearly, early, and often, in writing.
 - If a fact-finding / research group is set up to assist, its task needs to be clearly identified, its role as an advisory group made explicit, and its accountability to the Principal or School Board known to all.

Enquiries

Directors, School Effectiveness

Reflection

‘My soul will be joyful in my God; For He has clothed me with garments of salvation, He has wrapped me with a robe of righteousness.’ Isaiah 61:10

See also (Related Policies, Procedures and Resources)

Sunsmart Safety and Sample School Policy – Procedure

Inclusion of Students Who Identity as Gender Diverse or Intersex – Procedure