



**Yaxham CE Primary Academy**  
**School Uniform Policy**

*Through loving God and loving others,  
we flourish, learn & grow.*



**Mrs Jennie Müller    Headteacher**

**Mrs Michelle Parnell Chair of Governors    Date: 20<sup>th</sup> October 2022**

## **Contents:**

### Statement of intent

1. Legal framework
2. Roles and responsibilities
3. Cost principles
4. Equality principles
5. Complaints and challenges
6. School uniform supplier
7. Uniform assistance
8. Non-compliance
9. School uniform
10. Adverse weather
11. Labelling
12. Monitoring and review

## **Appendices**

- A. School Uniform Assistance Application Form

## **Statement of intent**

At Yaxham CE Primary Academy we believe that a consistent school uniform policy is important in promoting the ethos of the academy and providing a sense of belonging and identity for all pupils, regardless of their protected characteristics or socio-economic circumstances.

This policy lays out the measures the academy has taken to ensure our policy is consistent, fair and inclusive. We aim to create a uniform that reflects the needs of all children, and is affordable and the best value for money for the academy and children's families.

We believe that children learn most effectively and achieve their best outcomes when they are comfortable, able to be themselves, and dressed in such a way that sets an appropriate tone for education.

## Legal framework

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

- Education and Inspections Act 2006
- Education Act 2011
- Human Rights Act 1998
- Equality Act 2010
- The UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Education (Guidance about Costs of School Uniforms) Act 2021

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

- DfE (2021) 'Cost of school uniforms'
- DfE (2021) 'School Admissions Code'
- DfE (2021) 'School uniforms'

This policy operates in conjunction with the following school policies:

- Complaints Procedures Policy
- Behaviour Policy
- Tendering and Procurement Policy

## Roles and responsibilities

The governing board is responsible for:

- Establishing, in consultation with the headteacher and academy community, a practical and smart uniform that accurately reflects the academy's vision and values.
- Ensuring that the academy's uniform is accessible and inclusive, and does not disadvantage any child by virtue of their protected characteristics or socio-economic status.
- Listening to the opinions and wishes of parents, pupils and the wider academy community regarding changes to the academy's uniform.
- Ensuring that the academy's uniform is accessible and affordable.
- Demonstrating how best value for money has been achieved in the uniform policy.
- Ensuring compliance with the DfE's '[Cost of school uniforms](#)' guidance.
- Processing and approving all eligible Uniform Assistance Application Forms.

The headteacher is responsible for:

- Enforcing the academy's uniform 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 academy community in regard to uniform and making appropriate recommendations to the local governing board.

Staff members are responsible for:

- Ensuring that pupils dress in accordance with this policy.
- Ensuring that pupils understand why having a consistent and practical uniform is important, e.g. academy identity.

Parents are responsible for:

- Providing their children with the correct academy uniform as detailed in this policy.
- Informing the headteacher if their child requires a more relaxed uniform policy for a period of time, including why.
- Ensuring that their child's uniform is clean, presentable and the correct size.

Children are responsible for:

- Wearing the correct uniform.
- Looking after their uniform as appropriate.
- Understanding and respecting why a academy uniform is important, e.g. academy identity and community.

## **Cost principles**

The academy is committed to ensuring that its uniform is affordable and accessible to all children, and does not place an unreasonable financial burden on parents.

In accordance with the 'School Admissions Code', the headteacher will ensure that the academy's uniform policy does not discourage parents from applying for a place for their child.

The academy will assess the overall cost implications of its uniform policy regularly, including prior to making any changes to the academy uniform. When evaluating whether costs are reasonable and proportionate, the academy will consider the opinions and situations of:

- Economically disadvantaged parents.
- Parents with multiple children who are, or will be in the future, pupils at the academy.
- Parents of younger children, as they are likely to grow quickly and require new sets of uniform more frequently.
- Parents of children with protected characteristics that may impact their ability to access the uniform due to costs.
- LAC and PLAC.

The academy will evaluate the cost of its uniform based on the overall collection of uniform items that parents would need to purchase for a child, 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 academy in clean uniform every day.

The academy keeps variations in uniform for different groups of children, e.g. house colours, to a minimum where possible to ensure that pupils can get the most wear out of their uniform possible and that parents can pass some items down to younger siblings.

Whilst branded items are available, plain items are authorised in the same colour. The academy keeps branded uniform items to a minimal level that is reasonable for all members of the community. The academy defines a branded uniform item as any item of clothing that cannot be purchased at a range of retailers, including by virtue of logos, colours, design and fabrics.

The academy is committed to meeting the DfE's recommendations on costs and value for money. Every care is taken to ensure that our uniforms are affordable for all current and prospective pupils, and that the best value for money is secured through reputable suppliers.

The academy works with multiple suppliers to obtain the best value for money possible. Any savings negotiated are passed to parents where possible and does 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 academy will not amend uniform requirements regularly and will take the views of parents and pupils into account when considering any changes to uniforms.

## **Equality principles**

The academy takes its legal obligation to avoid discriminating against any protected characteristic unlawfully very seriously, and aims to ensure that the uniform policy is as inclusive as possible so that all pupils are supported to access a uniform which is comfortable, suitable for their needs, and reflects who they are.

The academy will work to ensure that uniform cost does not disproportionately affect any pupils by ensuring that uniforms for all genders are as equal in price as possible and by adhering to the cost principles laid out in section 3.

The academy will ensure that parents and pupils are consulted over any changes to uniform, and that views and advice is sought specifically from pupils, and parents of pupils, who:

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

The academy implements a gender-neutral uniform, meaning that pupils are not required to wear specific items based on their gender, and may wear any of the uniform items listed in the 'Academy uniform' section of this policy regardless of the legal sex recorded on the academy's records. Transgender pupils are supported to access the uniform that best reflects their gender expression.

The academy ensures that pupils who are required to follow certain dress requirements, e.g. by virtue of their membership of a particular religious or cultural group, are afforded flexibility to

allow them to wear a uniform that adheres to their requirements as far as possible. The academy endeavours to meet all requests for amendments to the uniform for these purposes; however, will ensure that the needs and rights of individual pupils are weighed against any health and safety concerns for the entire community.

Parents' concerns and requests regarding religious clothing are dealt with on a case-by-case basis by the headteacher and local governing board, and always in accordance with the trust's Complaints Procedures Policy.

The academy ensures that the needs of pupils with SEND and/or sensory difficulties are considered in the uniform policy, e.g. ensuring soft, stretchy fabrics and avoiding intricate buttons or hard seams; however, 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.

## **Complaints and challenges**

The academy endeavours to resolve all uniform complaints and challenges locally and informally, in accordance with the trust's Complaints Procedures Policy.

To make a complaint, parents should refer to the Complaints Procedures Policy and follow the stipulations outlined.

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

Governors are willing to consider reasonable requests for flexibility to allow a pupil to accommodate particular social and cultural circumstances.

## **Academy uniform supplier**

Our current uniform supplier is:

Birds of Dereham  
Unit D, 13 Yaxham Road, Dereham NR19 1HB  
Tel: 01362 692941

The academy will retender the uniform contract every five years, whether changes to the uniform are made or not. The local 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.

The academy does not sign contracts with suppliers before requesting visualisations of proposed uniform, as well as fabric samples.

## **Uniform assistance**

The academy supports vulnerable families in meeting the costs of uniforms. The budget for the uniform assistance scheme comes from pupil premium funds.

To claim uniform assistance, parents should be eligible for FSM. Eligibility is determined by checking original documents from the relevant authority, detailing receipt of the benefit and the

address of the pupil. However, this should not prevent any family asking for support, the academy will do all it can to access support for those in need, regardless of FSM entitlement.

The academy also holds second-hand school uniforms in the for parents to access. Parents are invited to donate their child’s uniform when they no longer need it.

## Non-compliance

Staff members are permitted to issue reminders for breaching this policy, in accordance with the academy’s Behaviour Policy.

## Academy uniform

### Academy colours

Our school colours are as follows:

- **Blue**
- **Yellow**

### Clothing

The academy uniform is as follows:

Item	Optional or required	Branding	How to acquire	Cost per item from supplier
<b>Regular school uniform</b>				
Plain or Branded blue sweatshirt or blue cardigan	Required	logo on right-hand side	Branded sweatshirt and cardigan available from supplier and second hand from the academy. Plain sweatshirt or cardigan can be bought from regular retailers.	Sweatshirt £8.50-11.40 Cardigan £9.75
Yellow Polo Shirt	Required	No branding	Available from supplier, second hand and available from regular retailers.	£4.25-5.70
Blue school fleece	Optional	logo on right-hand side	Available from supplier and second hand from the academy.	£12.00
Grey or black trousers, shorts or skirt	Required	No branding	Available second hand and available from regular retailers.	N/A
Summer variation – Blue/white or yellow and white summer dress/playsuit	optional	No branding	Available second hand and available from regular retailers.	N/A

Indoor shoes/slippers	Required	No branding	Available from regular retailers.	N/A
Sensible, plain black shoes for outdoor	Required	No branding	Available from regular retailers.	N/A
<b>PE kit</b>				
Plain or branded house coloured t-shirt	Required	logo on right-hand side	Available from the office or regular retailers.	£8.50-11.00 First t-shirt supplied by school
Plain navy shorts.	Required	No branding	Available from regular retailers	£4.00
Plain navy jogging bottoms.	Required	No branding	Available from regular retailers	N/A
Academy jumper/cardigan or plain navy sports jumper	optional	logo/no branding	Available from regular retailers	n/a
<b>Accessories</b>				
Academy book bag	Optional	logo	Available from academy office.	£5.00 First bag supplied by academy
Plain navy, grey, white or black socks or tights	Required	No branding	Available from regular retailers	N/A

Prices correct at time of policy issue (November 2022)

- Please Check with the academy regarding your child's house colour if you are unsure.
- High heels are not permitted.
- Skirts must be knee-length.
- Jeans are not permitted.

Parents who do not wish to buy the optional branded PE kit must acquire a PE kit meeting the following criteria:

- Plain T-shirt with no branding or logos from professional sports teams
- Plain shorts or tracksuit bottoms with no branding or logos from professional sports teams
- Suitable trainers

Parents are responsible for ensuring their child wears their PE kit to the academy when needed.

### **Jewellery**

Permitted jewellery that may be worn is:

- One pair of stud earrings – no other piercings are permitted.

Jewellery is the responsibility of the pupil and not the academy. Lost or damaged items will not be refunded. All jewellery must be removed during PE lessons.

## **Bags**

Pupils must use an appropriately sized waterproof bag to carry their books and equipment. Bags featuring inappropriate images, slogans or phrases are not permitted.

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

## **Hairstyles**

The academy reserves the right to make a judgement on where pupils' hairstyles or hair colours are inappropriate for the environment; however, will ensure that any such judgements do not discriminate against any pupil by virtue of their protected characteristics. Each individual pupil's scenario will be considered where any judgements on appropriateness are to be made, and parents will always have the freedom to complain via the trust's Complaints Procedures Policy.

Pupils with long hair must ensure that this does not impede their vision, cover their face or provide a health and safety risk. Long hair must be tied up during practical lessons, e.g. during PE.

The following hairstyles are not considered appropriate for academy:

- Brightly-coloured, dyed hair.
- Excessive hair accessories.

## **Makeup**

Makeup is not permitted in academy, this includes:

- Nail varnish
- Temporary tattoos.

Pupils coming to the academy wearing makeup will be required to remove it.

## **Adverse weather**

All pupils are required to wear weather-appropriate clothing that covers as much of their skin as possible during adverse weather.

For hot temperatures, this includes wearing:

- Loose-fitting and lightweight shirts and dresses with sleeves and collars or covered necklines.
- Over the knee skirts, shorts or trousers.
- Tops that cover the shoulder area.

If outside during break times, pupils not wearing sun-safe clothing are 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 they are outside.
- Warm jumpers that conform to the school's uniform policy.

- Trousers, or thick tights with skirts.

### **Labelling**

All pupils' clothing and footwear should be clearly labelled with their name.

Any lost clothing is be taken to the lost property box in the academy entrance. All lost property is retained for the academic year and is disposed of if it is not collected within this time.

### **Monitoring and review**

This policy is reviewed annually by the chair of governors and the headteacher.

The scheduled review date for this policy is October 2026