



SYLVANIA HIGH SCHOOL

Uniform Policy and Procedures



EFFECTIVE: NOVEMBER 2022

PURPOSE

Our school community supports the wearing of school uniform, which promotes a sense of belonging for students and creates a positive identity for the school community. School uniforms also contribute to the personal safety of students by allowing easier recognition of students inside the school and in the community.

POLICY STATEMENT

The department requires that schools set local school uniform requirements. Our school expects students to wear the uniform during school hours, while travelling to and from school, and when engaged in school activities out of school hours.

All students should have the opportunity to access the full range of school activities, including physical activities, while wearing a school uniform. Girls must have the option to wear shorts and pants.

Our school uniform requirements consider the diverse nature of a school's student population and are a result of formal consultation with students, teachers and other staff, parents/carers and the school community.

Our response to students not wearing uniform is appropriate, fair and consistent. We positively encourage students to wear a school uniform. The principal may consider making exemptions for not wearing a uniform, if considered appropriate after discussions with parents and/or carers.

Our school uniform promotes the health and safety of students by identifying items necessary for particular activities to protect students from injury (for example, items for sun protection or safe footwear). Students are encouraged to wear sun-safe hats for outside activities whenever possible.

Our school uniform includes items that are affordable, comfortable, made from easy-care fabrics, appropriate for activity and suitable for all body shapes.

The Department has issued a policy statement to exclude students who wear open or cloth topped shoes from Wood & Metal Technology, Food Technology rooms and Science laboratories for safety reasons.

Parents and/or carers can access financial support if they are unable to purchase uniform items via the Business Manager or Principal. To assist families, our school also operates a pre-loved uniform shop.

Context

Our school uniform requirements comply with relevant legislation, including the Anti-discrimination Act 1977 and the Work Health and Safety Act 2011.

Responsibilities and delegations

The principal:

- leads the development and review of local school uniform requirements; and
- leads consultation during a review of school uniform requirements.

The Business Manager:

- oversees contract negotiations with school uniform suppliers;
- provides assistance to families in need; and
- maintains documentation of the school's uniform requirements and consultation undertaken.

Parents and carers:

- provide their child/children with a school uniform that meets the schools' uniform requirements and raise any concerns with the principal;
- provide justification when their child/children cannot meet the school uniform requirements on the day;
- apply for financial assistance via the Business Manager to ensure their child/children have access to correct uniform; and
- collect their child/children from school if they refuse to wear pre-loved items that will ensure their wellbeing and safety on the day.

Uniform Coordinator:

- issues Uniform Pass to students;
- records incidences on non-uniform via Sentral;
- informs parents and carers of local school uniform requirements and carefully considers parent and carer concerns, and requests for exemptions;
- manages long term exemptions from uniform (over 3 days);
- follows up on students not applying for Uniform Passes;
- confiscates non-uniform items: (jumper, hoodie, beanie) to be collected at the end of the day from the front office;
- places students on Lunch Detention after 3 times out of uniform;
- places students on Executive Detention after 3 lunch detentions;
- contacts parents/carers regarding concerns over uniform; and
- refers students to DP after 2 Executive Detentions.

Executive:

- support roll call teachers monitoring Uniform Pass; and
- support classroom teachers to check for Uniform Pass.

All Staff:

- implement the school's Uniform Policy and Procedures with students;
- check for a Uniform Pass during roll call and timetabled lessons; and
- record students without a Uniform Pass via Sentral for the Uniform Coordinator to follow up.

Roll call teachers:

- check students have their Uniform Pass during morning assembly or roll call; and
- refer students to the Uniform Office to apply for a Uniform Pass.

Students:

- follow the Uniform Policy of the school by wearing correct school uniform every day;
- wear full school uniform at school, to and from school and on excursions unless special clothing is required;
- apply for a Uniform Pass via the Uniform Coordinator before morning assembly or roll call;
- bring specific uniform items to change into for alternate activities (e.g. PE uniform) ;
- wear sports uniform on Thursdays;
- follow staff instructions to remove items that are not part of uniform; and
- wear pre-loved uniform items for wellbeing and safety reasons (e.g. cold/warmth).

Monitoring and review

The principal and uniform committee monitors the implementation of this policy, regularly reviews its contents to ensure relevance and accuracy, and updates it as needed.

PROCEDURES

At Sylvania High School we believe that school uniform enhances the learning culture of the school. When students wear correct school uniform, they are demonstrating that they are identifying with the school, its community and its expectations. Consequently, it is our expectation that all students wear the correct, full school uniform at all times.

If a student is unable to wear full school uniform on a particular day, a note signed by their parent/carer that explains the reason must be presented to the Uniform Coordinator in the Uniform Office before the morning assembly or roll call.

Students will be required to remove non-uniform items and will be provided with a loan uniform item from the pre-loved uniform shop. If there are no available pre-loaned items, the Uniform Coordinator will note this on the Uniform Pass. Students in incorrect footwear will be loaned correct footwear to ensure their safety throughout the school day.

Report

- Students apply for a Uniform Pass via the Uniform Coordinator before 8:45am with a signed note from a parent and/or carer explaining the reasons for being out of uniform.
- Parents and/or carers contacted for multiple occasions.

Replace

- Students will wear a replacement uniform item if available.
- If no replacement uniform items are available, this will be recorded on the Uniform Pass.
- Non-uniform items will be confiscated for the day and collected after 3pm.

Record

- via Sentral.
- Uniform Pass.

Respond

- More than three occasions out of uniform will result in a Tuesday Executive Detention.
- More than two Executive Detentions for uniform will result in a formal caution from the Deputy Principal.

Executive Monitoring Support

Year Group	Executive
12	HSIE
11	PDHPE
10	Science
9	English
8	Administration
7	Mathematics

OUR UNIFORM

Years 7 to 10	
Blouse	White blouse with teal edging on sleeves and embroidered logo on pocket.
Shirt	White collared with embroidered logo on pocket.
Skirt	Tartan skirt, appropriate length below mid-thigh.
Shorts	Mid-grey tailored; appropriate length below mid-thigh. <i>No other brands, boardshorts, or similar.</i>
Slacks	School owned navy blue, tailored with front pleat. <i>No tights, random navy pants or tracksuit pants.</i>
Trousers	Mid grey tailored with embroidered logo. <i>No cargo or surf brand styles, chinos, elasticised cuffed pants, jeans, oversized shorts/trousers or tracksuit pants.</i>
Soft Shell Jacket	Navy with embroidered logo.
Jumper	Navy cotton acrylic with embroidered logo.
Socks	Sylvania High School socks (white with navy and teal bands).
Stockings	Navy opaque. No tights.
Shoes	Black leather fully enclosed shoes to protect the instep.

Years 11 to 12	
Blouse	White blouse with teal edging on sleeves and embroidered logo on pocket.
Shirt	White collared with embroidered logo on pocket.
Skirt	Navy regulation "A Line", appropriate length below mid-thigh.
Shorts	Navy tailored with embroidered logo. No other brands, boardshorts, or similar.
Slacks	School owned navy blue, tailored with front pleat. No tights, random navy pants or tracksuit pants.
Trousers	School owned navy tailored with embroidered logo. No cargo or surf brand styles, chinos, elasticised cuffed pants, jeans, oversized shorts/trousers or tracksuit pants.
Jacket	Navy soft shell jacket with logo.
Jumper	Navy cotton acrylic with embroidered logo
Socks	Sylvania High School socks (white with navy and teal bands).
Shoes	Black leather upper fully enclosed lace up shoes to protect the instep. No visible logo, black laces only.
Varsity Jacket	Only available for Year 12. This is not considered uniform; it is a privilege given to students by the principal and can be revoked at any time. Students must have paid school fees before purchasing a Year 12 varsity jacket.

Sport Uniform	
Shorts	School owned blue with SHS screen print. No bike pants or tights to be worn.
Shirt	Teal and navy polo shirt with embroidered logo.
Shoes	Appropriate leather running shoes to be worn with Sylvania High School socks (white with navy and teal bands).
Tracksuit	Teal and navy micro-fibre with embroidered school logo.

Other Uniform Items	
Cap	Navy school hat with SHS logo.
Tie	School tie may be worn anytime. Must be worn with blazers.
Scarf	Navy.
Jewellery	Minimal jewellery accepted: sleepers and stud earrings only for safety reasons. Dangerous jewellery items will be confiscated.
Blazer	Worn for school representation and by school leadership teams for formal occasions. Borrowed via the library.

Banned Uniform Items	
Hoodies	Hoodies will be confiscated.
Headwear	Beanies and other headwear will be confiscated.
Non-School Tracksuit Pants	Any style of pants that are not school tracksuit pants, including the embroidered logo.
Undershirts	No undershirts of any colour to be worn.