



Uniform Expectations

AIMS:

- To develop school pride through the correct wearing of the uniform;
- To have **all** students in correct uniform;
- To have no students in class, who are out of uniform, after Homeform class without an 'Out of Uniform' slip, which has been signed and dated; and,
- To reduce conflict between staff and students and to clearly communicate unambiguous expectations to students with regard the College dress code.

PROCEDURES:

- Each day, all Pastoral Care teachers will check uniform, and issue 'Out of Uniform' slips to students with notes from parents/carers (or from the Year Coordinator).
- Pastoral Care teachers will staple the note from parents to the 'Out of Uniform' slip and date and sign the note.
- Pastoral Care teachers will send all incorrectly dressed students **without** an 'Out of Uniform' slip to their Year Coordinator during Pastoral Care class. Year Coordinators will notify Pastoral Care teachers of their location during Pastoral Care Lessons.
- At the conclusion of Pastoral Care, parents of students without an 'Out of Uniform' slip will be contacted and they may be asked to take their son/daughter home (by the Deputy Principal – Pastoral Care/Principal) and return them to school correctly dressed. Students in this situation are to wait in the office until the parent arrives or as directed by the Deputy Principal – Pastoral Care/Principal.
- If a student presents to a class (Period 1-7) in incorrect dress without an 'Out of Uniform' slip, they are to be sent immediately to the Year Coordinator by the class teacher.
- Uniforms will be checked as late students sign in for the day at the reception. Students out of uniform will be sent to the APRE/Deputy Principal – Academic Studies/Deputy Principal – Pastoral Care/Principal.
- If a student has not attended a Pastoral Care lesson and needs an 'Out of Uniform' slip, they wait in the student reception to see APRE/Deputy Principal – Academic Studies/Deputy Principal – Pastoral Care/Principal, and not go to class until they have seen someone.

ATTACHMENTS:

- *Uniform Guidelines* booklet
- *Out of Uniform* slips
- Year Coordinator location plan for Homeform

STAFF RESPONSIBILITY:

- All staff are expected to follow this procedure and work as a team.
- All staff are expected to follow the staff dress code.