

# **School Uniform & Property Rules Reference Guide**

*This Guidance has been created with due regard to the DfE's Guidance on School Uniforms.*

*Our Policy has been further developed in line with the following:*

<https://www.gov.uk/government/publications/school-uniform/school-uniforms>

*and*


<https://www.gov.uk/government/publications/cost-of-school-uniforms>

## **School Uniform**


### **Nursery**









#### ***Nursery Clothing***


- ◆ There is no set uniform for the Nursery – however parents are welcome to send their children in school sweatshirts/polo shirts etc. (with names on) if they wish.
- ◆ Suitable clothes for Nursery children are ones which are practical, safe and easy for the children to manage so that they can:
  - use bikes and climbing equipment safely;
  - use the toilet independently;
  - not worry about getting glue or paint on themselves;
  - put shoes on by themselves where possible.


<b>Main Uniform</b>			<b>Summer Option (Summer Term only)</b>
<b>Shirt</b>	♦ White polo shirt		Red and White Summer dress (This must be entirely red and white gingham with short or capped sleeves not sleeveless. It must be a dress with a skirt and not a playsuit style outfit with shorts).  Please note dresses must be at least knee length.
<b>Cardigan</b>	♦ Red V-necked long-sleeved sweatshirt or cardigan <b>with school badge</b>		
<b>Skirt</b>	♦ Grey skirt (must be at least knee length) or pinafore	Not culottes	
<b>Trousers</b>	♦ Grey Trousers		Tailored Grey shorts
<b>Socks</b>	♦ Plain matching white, grey or black socks	No logos	
<b>Tights</b>	♦ Plain white, grey, black or red tights		
<b>Shoes</b>	♦ Plain Black shoes – ideally with Velcro fastening (no trainers, boots or high-heeled shoes)  	Not trainers, sandals, boots or high-heeled shoes, no canvas shoes, such as converse, no flashing lights. Not sports branded.	

	<b>PE</b>		
<b>Shirt</b>	♦ House Team T-shirt		
<b>Shorts</b>	♦ Plain black shorts		
<b>Shoes</b>	♦ Plain black pumps/plimsolls		

<b>Main Uniform</b>			<b>Summer Option (Summer Term only)</b>
<b>Shirt</b>	<ul style="list-style-type: none"> <li>White collar shirt (worn tucked in)</li> </ul>	Not a polo shirt	<p>Red and White Summer dress (This must be entirely red and white gingham with short or capped sleeves not sleeveless. It must be a dress with a skirt and not a playsuit style outfit with shorts).</p> <p>Please note dresses must be at least knee length.</p>
<b>Tie</b>	<ul style="list-style-type: none"> <li>Elastic School House Team Tie</li> </ul> 		
<b>Cardigan</b>	<ul style="list-style-type: none"> <li>Red V-necked long-sleeved sweatshirt or cardigan <b>with school badge</b></li> </ul>		
<b>Skirt</b>	<ul style="list-style-type: none"> <li>Grey skirt (must be at least knee length) or pinafore</li> </ul>	Not culottes	
<b>Trousers</b>	<ul style="list-style-type: none"> <li>Grey Trousers</li> </ul>		
<b>Socks</b>	<ul style="list-style-type: none"> <li>Plain matching white, grey or black socks</li> </ul>	No logos	
<b>Tights</b>	<ul style="list-style-type: none"> <li>Plain white, grey, black or red tights</li> </ul>		

Shoes	<ul style="list-style-type: none"><li>♦ Plain Black shoes – ideally with Velcro fastening (no trainers, boots or high-heeled shoes)</li></ul>	Not trainers, sandals, boots or high-heeled shoes, no canvas shoes, such as converse, no flashing lights. Not sports branded.	
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<b>PE (Indoor PE Kits should be in school at all times)</b>			
Shirt	<ul style="list-style-type: none"><li>♦ House Team T-shirt</li></ul>		For Indoor PE
Shorts	<ul style="list-style-type: none"><li>♦ Plain black shorts</li></ul>		For Indoor PE
Shoes	<ul style="list-style-type: none"><li>♦ Plain black pumps/plimsolls</li></ul>		For Indoor PE
	<ul style="list-style-type: none"><li>♦ Trainers (for outdoor PE)</li></ul>		For outdoor PE
Tracksuit	<ul style="list-style-type: none"><li>♦ For outdoor PE - Optional School House Team Track-suit</li></ul>	Children may bring their own plain dark blue/black track suit, <b>but no other sportswear/items will be accepted.</b>	

<b>Main Uniform</b>			<b>Summer Option (Summer Term only)</b>
<b>Shirt</b>	<ul style="list-style-type: none"> <li>White collar shirt (worn tucked in)</li> </ul>	Not a polo shirt	<p>Red and White Summer dress (This must be entirely red and white gingham with short or capped sleeves not sleeveless. <b>It must be a dress with a skirt and not a playsuit style outfit with shorts</b>).</p> <p>Please note dresses must be at least knee length.</p>
<b>Tie</b>	<ul style="list-style-type: none"> <li>Standard School House Team Tie</li> </ul> 	From Year 3 children have a standard tie rather than the elastic tie.	
<b>Cardigan</b>	<ul style="list-style-type: none"> <li>Red V-necked long-sleeved sweatshirt or cardigan <b>with school badge</b></li> </ul>		
<b>Skirt</b>	<ul style="list-style-type: none"> <li>Grey skirt (must be at least knee length) or pinafore</li> </ul>	Not culottes	
<b>Trousers</b>	<ul style="list-style-type: none"> <li>Grey Trousers</li> </ul>		Tailored Grey shorts
<b>Socks</b>	<ul style="list-style-type: none"> <li>Plain matching white, grey or black socks</li> </ul>	No logos	
<b>Tights</b>	<ul style="list-style-type: none"> <li>Plain white, grey, black or red tights</li> </ul>		

Shoes	<ul style="list-style-type: none"> <li>♦ Plain Black shoes – ideally with Velcro fastening (no trainers, boots or high-heeled shoes)</li> </ul> 	<p>Not trainers, sandals, boots or high-heeled shoes, no canvas shoes, such as converse, no flashing lights. Not sports branded.</p> <p>Children may have trainers which are kept in school to use at break and lunch times.</p>
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**PE (Indoor PE Kits should be in school at all times)**

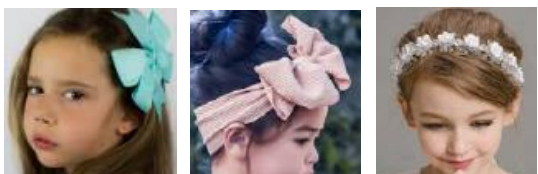
Shirt	♦ House Team T-shirt		For Indoor PE
Shorts	♦ Plain black shorts		For Indoor PE
Shoes	♦ Plain black pumps/plimsolls		For Indoor PE
	♦ Trainers (for outdoor PE)		For outdoor PE
Tracksuit	♦ For outdoor PE - Optional School House Team Track-suit	Children may bring their own plain dark blue/black track suit, <b>but no other sportswear/items will be accepted.</b>	

## Appearance and Personal Property

### All Year Groups

#### Hairstyles

Discreet hair bands, grips or small bows are allowed. These should not cause a distraction to learning.



Hairstyles should not be extreme in cut or design or cause distraction within the classroom.

- ◆ No shaved patterns
- ◆ No full artificial colouring
- ◆ No fake hair accessories such as buns or extensions.
- ◆ Where hair is braided coloured beads or strings must not be worn

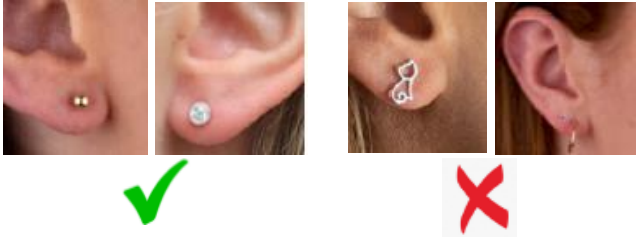


#### Make-up

None

**Make-up and Nail Varnish -**  
Children are not allowed to wear make-up or nail varnish in school. If children do have nail varnish on for a holiday or special event it should be removed before they return to school.



Jewellery	<p><b>Ear Studs</b> - <u>For Health and Safety reasons the wearing of all jewellery other than one ear stud per ear and watches is not allowed.</u></p> <p><b>Ear studs are limited to a pair of small discreet plain studs, not hoops, not of a brightly coloured or patterned design (only one in each ear lobe) and that no other body piercing is permitted.</b></p> <div data-bbox="432 539 1070 775">  </div>	Any parent of a child who must wear some form of jewellery because it is an essential part of a religious or cultural celebration must put this in writing to Mrs Randall.
Badges	<p>Only badges which have been earned as part of the School's Reward System or which designate a role in school such as Ambassador, House Team Captain or Learning Forum member should be worn in school. These should be worn sensibly on the jumper/cardigan.</p> <p>Where a child is celebrating a birthday, they may wear a birthday badge for that day.</p>	
Tattoos	None	<p>Any form of tattoo is not permitted, other than those that are part of a religious or cultural celebration.</p> <p>If this is the case this must be put in writing to Mrs Randall.</p>
Watches	Children may wear a simple analogue or digital watch to enable them to tell the time.	<b>Smartwatches, or watches which have internet connectivity are not allowed</b>
Fitbit Watches/Fitness Trackers	-	Not allowed

<b>Water Bottles</b>	<p>These should be <b>clear/transparent</b></p> <p>House Team water bottles are available via the Parent Mail/Plus Pay system.</p>	<p>Children are only allowed to bring in water for drinking during lesson time. All classes have access to water for refilling. A different bottle may be used for a lunchtime drink, but this should remain on the lunch trolley.</p> <p><b><u>No fizzy drinks or energy drinks are allowed</u></b></p>
<b>Stationery</b>	Provided by the School	Not allowed
<b>PE Bags</b>	School PE bags can be kept in school throughout the week.	
<b>Bags</b>	<p>Children should <b>not</b> bring bags into school other than the School Reading Book Bag or House Team colour Reading Bag which is provided for all children in Y1 – Y6.</p> <p>Girls who require sanitary products in school may bring in a small purse/zip bag which can be stored centrally and discreetly in their year group area for them to access when needed.</p> <p>(Lunch boxes and water bottles should be brought in separately).</p> <p>If children are required to bring in trainers for a specific lesson or event they can be brought in, in a carrier bag.</p>	<p>All children in Y1 – Y6 will be given a free House Team bag at the beginning of each academic year. Other than this, any replacements, due to damage or loss by a child, will need to be paid for by parents.</p>
<b>Mobile Phones &amp; Hand-held electronic items</b>	-	<p>The Governing Board do not allow children to <b><u>bring mobile phones onto school premises for any reason.</u></b></p> <p>Any parent needing to send an urgent message to their child during the School day should contact the School</p>

		Office, where a member of staff will relay the message.  <u>No hand-held electronic devices should be brought into school.</u>
<b>Items which connect to the Internet</b>	-	Not allowed in school at anytime

## Guidance Notes

**As parents you have the right to choose which school your child attends. Once you have chosen that school you and your child have the responsibility to follow the rules and guidelines of the School.**

**Rules help ensure that everybody understands their rights and responsibilities. It is the responsibility of parents to ensure that they are aware of the following rules relating to Uniform and Dress Code and that their child adheres to it.**

The governors wish to encourage children to wear clothes that are appropriate for a place of learning. The Governing Board therefore decided that the wearing of School Uniform is compulsory for all children in Year R – Year 6. School Uniform helps to maintain general standards and the positive image of the School.

### **Stockists**

Items of School Uniform may be bought from the School Office and a variety of other stockists. Details of stockists for Uniform can be obtained from the School Office. These include:

myclothing.com  
Totally Uniform, Park Street, Kingswinford - by appointment only - 01384 270498  
Bilston Market

We cannot guarantee the quality of any items bought from suppliers other than through School directly. Parents must make sure that items bought at other suppliers include the School logo, where appropriate.

### **Guidance**

**Children who do not have suitable plain black shoes in school for any reason may be given black pumps from the School's Uniform Box to wear during the time they are in school.**

**Art overalls** – it is very useful if children can bring a named art overall or apron (an old shirt will do) to use for Art and Design work otherwise children find it very difficult to keep their uniform clean! Art aprons can be kept in school.

**Outdoor Coat** - A fleece/outdoor coat may be worn but should not be worn in school as a substitute for a sweatshirt or jumper.

Children are not allowed to wear varied sportswear (including football shirts and shorts) leggings/jeans/jogging bottoms/beachwear/cropped/sleeveless T-shirts.

**Naming Items** - It is really helpful if you can make sure that all items of clothing are named.

## PE

For **Indoor PE** children must wear

- ❖ House Team colour T-shirt with the name of the child's House Team, available from the School
- ❖ **Plain** black shorts
- ❖ Footwear - Children should have **black pumps for indoor sports activities** other than Dance and Gymnastics, which will usually be barefoot

For **Outdoor PE** children can wear either

- ❖ House Team T-shirt and plain black shorts

or

- ❖ Optional - School Tracksuit with House Team Logo (available from the School) for use outside when appropriate and/or to wear to extra-curricular sports clubs. (Children may bring their own plain dark blue/black track suit, **but no other sportswear/items will be accepted**. If it is particularly cold, children without a school track suit will be allowed to wear their jumpers under their House Team t-shirt outside).
- ❖ Footwear - Trainers are useful for outdoor sports on the playground and/or field, however black pumps can be used for this if necessary.

## PE Guidance Notes

- For Health & Safety reasons long hair should be tied back for all PE activities. This applies to both girls and boys. Parents should ensure that their child's hair is tied back on the days that they have PE or should provide a hair bobble for their child to put their hair into a ponytail before the PE lesson. A small supply of hair bobbles will be kept in school.



- **No Jewellery** is allowed in PE – ear studs should not be worn on PE days – these are Health and Safety regulations issued by the British Association of Lecturers in PE. Any parent of a child who must wear some form of jewellery because it is an essential part of a religious or cultural celebration, which cannot be removed for PE, must put this in writing to Mrs Randall.

It is a Health and Safety directive that no children wearing jewellery may participate in PE, therefore any child wearing an ear stud must either:

- take the ear stud out before coming to school;
- remove it before the start of the lesson; or
- cover it with a plaster, which should be supplied from home.

Otherwise they may not be able to take part in PE lessons.

- It is useful if the PE kit is kept in school in a named PE bag during term time.

If a child does not have their PE Kit in school and we have not received a written medical reason why they should not do PE, they may be given a PE Kit/pumps to wear for the lesson from the spare PE Kit box or they may have to sit out for that lesson. This decision will be made by the class teacher.

### Confiscation of Items

Should a child be found to have an item which is banned from school, such as a Smartwatch or mobile phone, this item will be confiscated by an adult.

This item will be logged and then locked in a secure place and will either be returned to the child at the end of the day or will need to be collected by a parent at a specified date and time, usually at the end of that school week or the last day of the following next week.

Any parent needing to send an urgent message to their child during the School day should contact the School Office, where a member of staff will relay the message.

Parents should ensure that children do not bring inappropriate items into school.

**Our confiscation Policy takes into account the following:**

<https://www.gov.uk/government/publications/searching-screening-and-confiscation>

### **Following the School's Policy**

All parents of children who choose to send their child to Alder Coppice Primary School are expected to ensure that their child adheres to the School Uniform and Property rules at all times.

**Any queries, questions or clarification regarding School Uniform and Personal Property should, in the first instance, be directed to either the class teacher or Mrs Randall, Assistant Headteacher.**

A final decision upon the appropriateness of a hairstyle will be made by Mrs Randall, Assistant Headteacher. Where a hairstyle has been deemed to be unsuitable, we will expect it to be rectified.

Parents should not feel that they have to give in to their child's demands to look like their TV, pop or sports idols. There are plenty of ways to express individuality without resorting to fashionable hairstyles. School is not a fashion parade and we do not wish on a day-to-day basis to have the distraction of extreme hairstyles.

If you are unsure about any of the regulations or suitability of items, we offer an open-door policy and are happy to clarify the guidance with you first.

**We reserve the right to ask pupils and parents of pupils who do not adhere to the School Uniform and Dress Code to do so. Any appeals regarding Uniform/Dress Code/Property Rules will be referred to the Governing Board, whose determination will be final.**