

APPEARANCE OF STUDENTS POLICY



Our Mission Statement – the reason our College exists

“Learning & Growing in the Light of the Gospel”

With Christ at the centre of our learning, we:

- *Help young people to achieve their greatest potential*
- *Guide their intellectual growth, nurture their God-given talents, and inspire them to live in service to others*
- *Aim to develop honest, confident, responsible and compassionate members of society, based on the educational values of Blessed Antonio Rosmini*

Our Vision Statement – the long-term change resulting from our work

‘Begin here, Go Anywhere’

Ratcliffe’s unique educational offering based on our College motto, “Legis Plenitudo Charitas”, Love is the fulfilment of the Law, provides a perfect context within which young people may acquire the emotional knowledge and interpersonal skills necessary to live happy and purposeful lives. The College’s inclusive Catholic ethos is complemented by the outstanding quality of our College community through which our Mission, “Learning and Growing in the Light of the Gospel”, serves to nurture resilience and develop maturity. Young people leave Ratcliffe with a strong sense of who they are and their purpose in the world, equipped socially, emotionally, morally and spiritually to go forth and make a difference to the communities in which they live and work.

APPEARANCE OF STUDENTS POLICY

This policy has been written for all three sections of the College

Author: James Rainer/Merrony Markham	Receiver: All staff
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Quick Reference: Appearance of Students – Summary

- **Uniform Must Be:** Clean, labelled, and worn correctly.
- **Hair Must Be:** Neat, natural colour, no extreme styles or colours.
- **Make-up:** Not allowed in the Preparatory School; Discreet and minimal in the Senior School.
- **Jewellery:** Not allowed in the Preparatory School, other than stud or sleeper earrings; Discreet and minimal in the Senior School.
- **Shoes:** Black leather, formal, no trainer-style, boots, or logos.
- **Religious/Cultural Dress:** Permitted with approval; must align with uniform colours.
- **For Any Uncertainty:** Contact the school **before purchasing** an item.

Rationale

At Ratcliffe College, we believe that our school uniform and our reasonable expectations of students' appearance achieves two important goals:

- It fosters a supportive environment and a sense of community identity, so that they are accepted, valued and understood.
 - Our School crest represents who we are, allowing us to carry Blessed Antonio Rosmini with us in all that we do. By wearing the crest and the uniform, students should feel connected to and feel pride in their school. As we say in our School Prayer: *we are one family, we are one school, we are Ratcliffe College.*
- It encourages our students to develop habits for life.
 - By learning to present themselves smartly, understanding that through their appearance they should 'think smart' and be properly prepared for each class and activity.
 - By learning to take personal responsibility for their appearance, which will be the expectation of future employers and society for their adult lives.

For our Appearance of Students policy to be successful, it must be implemented universally and without exception. We are grateful for the support of families, staff and students in supporting the College's high expectations in this regard. Should there be any questions as to what acceptable appearance and uniform is, please contact the school to check before purchase. The College reserves the right to decide what is and is not acceptable for uniform and on 'own clothes days', where extremes of fashion are discouraged.

In line with our development plan aim to be a sustainable school, we encourage families to reuse, recycle or donate uniform where possible.

School Uniform

a. Nursery

School Uniform

All clothing and personal possessions **must be clearly labelled**. **Please do not send your child to School wearing jewellery**, as it can get broken, or become trapped and pulled, causing distress to all concerned. Girls with pierced ears may wear plain studs or sleepers, which must be removed on PE and Games days. Children should not wear Smart Watches as this causes upset if they are lost.

Hair must be clean, tidy, neat and must be its natural colour. All hairstyles must be reasonable, and hair must appear brushed or combed and girls' hair must be tied back in a ponytail. Spiked or back combed hairstyles are not appropriate for School. Boys' hair must not be too long, i.e., above collar length and out of the eyes, nor must it be too short. The minimum length for boys' hair is grade 3. Hair should be of the same length and there should not be a significant difference in the length /style of hair e.g., very long on top and shaved at the side or back. **Students who attend School with hair that does not meet expectations may be asked to return home to make adjustments.**

Nursery Uniform	
Nursery Boys	Nursery Girls
Charcoal grey trousers	Tartan pinafore
Sleeveless navy blue jumper, gold inlay (Long sleeve option available)	Navy blue cardigan with gold inlay
White crested pique polo shirt (no tie)	White crested pique polo shirt (no tie)
Navy blue blazer with crest, edged with gold piping	Navy blue blazer with crest, edged with gold piping
Black leather shoes	Black leather shoes
Charcoal grey socks	Navy tights
Summer - Charcoal shorts worn with knee-length charcoal grey socks	Summer Dress: light blue, with white stripe, to be worn with short white socks
Nursery Uniform items for Boys & Girls	
Navy blue gloves	
Crested navy reversible storm-proof jacket	
Crested navy blue PE bag: draw string	

Crested navy blue 'beanie' hat
Crested navy blue fleece scarf
Crested legionnaire's summer hat
Crested navy blue book bag (ordered through school)
Waterproof raincoat, trousers (provided by Nursery) and wellington boots (any colour-provided by the parent)

Nursery PE Uniform

All children should keep their PE kit in a navy drawstring pump bag, clearly labelled with their names.

Nursery Sports Uniform
White polo-shirt
PE shorts
MidLayer
Tracksuit Trousers
Swimming Costumes/Swimming Shorts
2 pairs white ankle socks
Trainers

Optional items for Nursery students (these will all be in navy):
Preparatory Boys' Crew Neck PlayerLayer
Preparatory Girls' Crew Neck PlayerLayer
Preparatory Boys' BaseLayer Shorts
Preparatory Girls' BaseLayer Shorts
Preparatory Boys' PlayerLayer Leggings
Preparatory Girls' PlayerLayer Leggings

Optional items for the Summer term

Preparatory Boys' White Crew Neck PlayerLayer Top L/S
Preparatory Girls' White Crew Neck PlayerLayer Top L/S

All trainers need to be 'sports' trainers and not 'designer' ones. This is for safety reasons. Please, no zips on trainers. We discourage students from wearing 'coloured' trainers and would prefer that trainers be predominantly white or black.

b. Preparatory School (Years 1 - 6)

All clothing and personal possessions **must be clearly labelled**, using sew-in labels. All labels should be if at all possible, clearly visible on PE shirts and shorts/skirts. **Please do not send your child to School wearing jewellery**, as it can become trapped, get broken and pulled, causing distress to all concerned. Girls with pierced ears may wear plain studs or sleepers, which must be removed or taped on PE days. Children should not wear Smart Watches as this causes upset if they are lost.

Preparatory School Uniform (Years 1 - 6)	
Preparatory School Boys	Preparatory School Girls
Charcoal grey trousers	Tartan pinafore
Sleeveless navy blue jumper, gold inlay (Long sleeve option available)	Navy blue cardigan with gold inlay
White shirt for Years 1-6, long & short sleeve	White reverse blouse (no tie) in long & short sleeve form, Years 1-6
Blue background tie, with gold emblem	
Navy blue blazer with crest, edged with gold piping	Navy blazer with crest, edged with gold piping
Black leather shoes	Black leather shoes
Summer charcoal shorts compulsory for Years 1-5 , worn with knee-length charcoal grey socks in the Summer term *	Summer Dress: light blue, with white stripe, to be worn with short white socks *
	Short white socks to wear with Summer Dress *
Charcoal grey socks	Navy tights

* Summer term only

Preparatory School Uniform Items for Boys & Girls (Years 1 - 6)
Crested navy reversible storm-proof jacket
Years 1-2: Crested navy blue school bag (for Sports kit) Years 1 - 2: Book bag (available from Reception) Years 3-6: large back-pack
Crested navy blue 'beanie' hat
Crested navy blue fleece scarf or woollen scarf
Navy blue gloves
Crested legionnaire's summer hat

Coats: All students **must** have the Ratcliffe College coat and Ratcliffe College hat and scarf for when the weather is cold. **All hats, scarves and gloves must** be purchased from SchoolBlazer.

Tractor suits: Your child will need a Tractor suit for playtime (Years 4-6). These can be purchased from Amazon.co.uk 'childrens coveralls' - Navy blue

Bags: Students should use the Ratcliffe College book bag (for Years 1 and 2).

Aprons: Children need to have an art apron which can be purchased from the Prep School Reception and charged to the School bill.

Hair must be clean, tidy, neat and **must be its natural colour**. All hairstyles must be reasonable, and hair must appear brushed or combed and girls' hair must be tied back in a ponytail. Spiked or back-combed hairstyles are not appropriate for School. Boys' hair must not be too long, i.e. above collar length and out of the eyes, nor must it be too short. The minimum length for boys' hair is grade 3. Hair should be of the same length and there should not be a significant difference in the length /style of hair e.g., very long on top and shaved at the side or back. **Students who attend School with hair that does not meet expectations may be asked to return home to make adjustments.**

Make-up must not be worn in the Preparatory School.

Sports Uniform for Students in the Preparatory School

A mouth guard must be worn for rugby and hockey (Years 3-6 only). Parents will be notified of the details.

All students should keep their PE kit in a **sports bag** purchased from SchoolBlazer, clearly labelled with their names.

Preparatory School (Years 1 and 2)	
Junior White Playing Shirt	Junior PE Shorts
Junior MidLayer	Junior TrainaLayer Bottoms
Junior Swimming Costume/Swimming Shorts	2 pairs white ankle socks
Junior Navy Crew Neck PlayerLayer Top L/S	Junior WeatherLayer Jacket
1 pair of outdoor trainers and 1 pair of indoor trainers	
Optional items for Preparatory School (Years 1-6) (these will all be in navy):	
Junior Boys' BaseLayer Shorts	Junior Girls' BaseLayer Shorts
Junior PlayerLayer Leggings	Junior Girls' PlayerLayer Leggings
Optional items for the Summer term	
Junior Boys' White Crew Neck PlayerLayer top L/S	Junior Girls' White Crew Neck PlayerLayer Top L/S

c. Senior School (Years 7-13)

Dress Code

- The clothing specified in the School Uniform and Sports Uniform dress codes should always be worn for classes, Games, and for other formal occasions, such as events in the College Chapel, examinations, and away matches.
- At times when the clothing specified in the dress code is required, it must always be worn neatly and correctly. Occasionally students are not required to wear their School Uniform, such as to attend a field trip, take part in CCF, or a publicised 'own clothes day'.
- At times when the dress code does not apply, students should either fully change into "home" clothes, or wear clothing neatly and correctly. Boarders may change into their own clothes when they return to their boarding houses after Prep or co-curricular activities.

- After all Games and co-curricular activity sessions, a student should change back into their School Uniform. The exception to this is if a student is leaving school immediately afterwards, such as at 4.10pm after a Games session or at 6.10pm after a co-curricular activity.
- The College explicitly forbids the combination of “home” clothes (known hereafter as casuals) and School dress code clothing.
- The College explicitly forbids the combination of sports clothing and school uniform, for example, wearing Ratcliffe College sports shorts and polo shirt with a school blazer. The exception to this is for cricket teams to wear their cricket ‘whites’ with a blazer to and from a fixture.
- Modifications to the Appearance of Students Policy may be permitted by the Headmaster after consideration of request by an individual student. The Headmaster may defer this decision to the Deputy Head Pastoral or the Assistant Head, Head of Sixth Form. Such a permission does not imply permission for any other student.
- Students failing to meet our reasonable expectations may be:
 - Sanctioned through a Cross, which will specify the dress code violation.
 - Persistent failure will be sanctioned through demerits or detentions.
- Where a student fails to meet the requirements of the Appearance of Students Policy – Senior School, a parent/guardian may be contacted to request that remedial action is taken, such as ensuring that an inappropriate item of clothing is not worn again or to request the purchase of a specific uniform item. From time-to-time the College may keep some items of clothing in stock to support parents in adjusting their child’s uniform.

Labelling

Every item of school clothing must be clearly marked with the student’s name. Name labels or embroidered initials must be clearly visible on PE shorts and shirts/skorts.

Students in Year 7

Senior School Uniform	
Senior School Boys	Senior School Girls
Charcoal Grey Trousers	Cullottes in the ‘new’ Ratcliffe Tartan Or, Charcoal Grey Trousers <i>The Ratcliffe Tartan Kilt may not be worn</i>
Blue and white shirt long & short sleeve	Blue & White reverse blouse (no tie) long & short sleeve
Sleeveless navy-blue jumper, gold inlay (Long sleeve option available)	Sleeveless navy-blue jumper, gold inlay (Long sleeve option available)

Polywool navy blue blazer with crest, edged with gold piping	Polywool fitted navy blazer with crest, edged with gold piping
Blue background tie, with gold emblem	
Black leather shoes Shoes must be plain black leather, formal in style and without logos, decorations or sports-style elements. Examples of unacceptable shoes include trainers (e.g., Nike Air Force 1), boots, suede finishes, or shoes with coloured, patterned or particularly elaborate detailing.	Black leather flat shoes Shoes must be plain black leather, formal in style and without logos, decorations or sports-style elements. Examples of unacceptable shoes include trainers (e.g., Nike Air Force 1), boots including ankle boots, suede finishes, or shoes with coloured, patterned or particularly elaborate detailing.
Dark socks	Navy blue tights

Optional Senior School Uniform Items for Boys & Girls

Navy blue School scarf, collegiate style

Students in Years 8-11

Senior School Uniform	
Senior School Boys	Senior School Girls
Charcoal Grey Trousers	Ratcliffe Tartan Kilt, worn no more than 'a hand's width' above the knee; Cullottes in the 'new' Ratcliffe Tartan; Or, Charcoal Grey Trousers
Blue and white shirt long & short sleeve	Blue & White revere blouse (no tie) long & short sleeve
Sleeveless navy-blue jumper, gold inlay (Long sleeve option available)	Sleeveless navy-blue jumper, gold inlay (Long sleeve option available)

Polywool navy blue blazer with crest, edged with gold piping	Polywool fitted navy blazer with crest, edged with gold piping
Blue background tie, with gold emblem	
Black leather shoes Shoes must be plain black leather, formal in style and without logos, decorations or sports-style elements. Examples of unacceptable shoes include trainers (e.g., Nike Air Force 1), boots, suede finishes, or shoes with coloured, patterned or particularly elaborate detailing.	Black leather flat shoes (Years 8-9), with a maximum 4cm heel (Years 10-11). Shoes must be plain black leather, formal in style and without logos, decorations or sports-style elements. Examples of unacceptable shoes include trainers (e.g., Nike Air Force 1), boots including ankle boots, suede finishes, or shoes with coloured, patterned or particularly elaborate detailing.
Dark socks	Navy blue tights

Optional Senior School Uniform Items for Boys & Girls

Navy blue School scarf, collegiate style

Uniform Options - Sixth Form Only

We expect Sixth Form students to maintain high standards of dress and appearance, thereby setting an example to younger students and demonstrating their increased responsibility within the College. The general principle underlying the Sixth Form uniform guidelines is that students should resemble young professional people, aiming to look smart all day, every day. We want Sixth Form students to feel a pride in their appearance and to be comfortable in their day-to-day clothing, while appreciating that bright/garish colours and 'casual' or 'social event' type clothing is not appropriate during the working day.

Boys	
Shoes	Black leather (not suede or patent)
Suit	A formal suit with matching trousers - black, grey or navy blue; either plain or with a subtle pinstripe or check suit. Trousers must be full length and not skin-tight. Waistcoats are permitted if they match or complement the suit.
Socks	Plain navy, grey or black (bright colours are not permitted)
Shirt	Plain or discretely striped (pastel colours only). Shirts must be tucked in at all times and the top button must be fastened. Short sleeved or long sleeved.

Tie	Obligatory - The following ties are acceptable: School tie, Sixth Form tie, County or National representative or School Colours tie. The Sixth Form tie should be purchased directly from School Blazer.
Jumper	Optional, V-neck navy blue, mid to dark grey or black. Jumpers must be thin or medium knit. Thick, 'baggy' jumpers are not appropriate.
Scarves	Navy blue school scarf, collegiate style, available from Schoolblazer.com
Warm Hats	Plain dark blue. These can only be worn outside and not in the School buildings.

Girls	
Shoes	Black leather (not suede) flat or with a heel (maximum 7cms on the grounds of safety). Not stilettos.
Suit	A formal suit with either matching trousers or skirt – black, grey or navy blue; either plain or with a subtle pinstripe or check suit. Skirts must be no shorter than 'a hand's width' above the knee and not skin-tight . Trousers must be longer than mid-calf and not skin-tight. Waistcoats are permitted if they match or complement the suit.
Tights	Natural, grey, navy or black (plain not patterned).
Shirt	Plain or discretely striped (pastel colours only) with a collar that can be buttoned up appropriately. No 'sheer' shirts or t-shirts, vest tops or strappy tops.
Jumper	Optional, V neck navy blue, mid to dark grey or black. Jumpers must be thin or medium knit. Thick 'baggy' jumpers not appropriate.
Scarves	Navy blue school scarf, collegiate style, available from Schoolblazer.com
Warm Hats	Plain dark blue. These can only be worn outside and not in the School buildings.

Senior School Sports Uniform

Senior School Sports Uniform	
Senior School Sports Boys (referred to as "Mens" for ease of sizing)	Senior School Sports Girls (referred to as "Womens" for ease of sizing)

Men's Reversible Rugby Jersey	Women's Navy Playing Shirt
Men's Blitz Rugby Shorts	Women's Navy Skort
Men's PE Shorts	Women's PE Shorts
Men's White Playing Shirt	Women's White Playing Shirt
Men's Pro Socks	Women's Pro Socks
Men's MidLayer	Women's MidLayer
Men's Navy Crew Neck PlayerLayer Top	Women's Navy Crew Neck PlayerLayer Top
Men's WeatherLayer Jacket	Women's WeatherLayer Jacket
Men's TrainaLayer Bottoms	Women's TrainaLayer Bottoms
Men's Swimming Shorts	Women's Swimming Costume
1 pair of rugby/football boots (approved safety studs only)	
2 pairs white ankle socks	2 pairs white ankle socks

Optional items for Senior School students
(these will all be in navy):

Men's Baselayer Shorts
Women's Baselayer Shorts
Men's PlayerLayer Leggings
Women's PlayerLayer Leggings

Optional items for the Summer term

Men's White Crew Neck PlayerLayer Top L/S
Women's White Crew Neck PlayerLayer Top L/S
Women's White PlayerLayer Skort

Senior School Sports items for both Boys & Girls

1 pair outdoor trainers
1 pair astro trainers (<i>team players must have them</i>)
1 pair indoor trainers (<i>not baseball/basketball boots</i>)
1 tennis racket (<i>summer term</i>)
1 hockey stick
1 School bag (<i>maximum length 18"</i>)
1 sports bag purchased from SchoolBlazer

1 pair shin pads
1 mouth guard (hockey & rugby) - all students must have a mouth guard; the School recommends O-Pro
1 swimming cap
1 pair swimming goggles
White cricket trousers and a white cricket shirt are required by all cricket team players (summer term)
Tennis whites are required for all team players (summer term)

Students' Hair

Students' hair must be in a conventional and understated style, and hair must appear groomed. Students who attend School with hair that does not meet expectations may be asked to return home to make adjustments. Some students may wish to wear a head covering for cultural or religious reasons: where this is worn, the material should generally be dark in colour, understated, and not obscure the uniform. In all instances, it is the College which shall decide on what is and what is not appropriate.

- **Boys' Hair**

- Boys' hair should be no longer than collar length and kept neat on top.
- Protective hairstyles may be worn, especially where they reflect cultural identity. These should be worn neatly and without decorative patterns or excessive adornment, to maintain a professional appearance.
- Male students are expected to be clean-shaven unless a cultural, religious or medical reason has been discussed with and agreed by the school. Where facial hair is worn, it must be kept well-groomed. In the first instance, parents should address their request to the Headmaster. The Headmaster may delegate this decision to the Deputy Head Pastoral, the Assistant Head, Head of Sixth Form, or a Head of Year. If permission to grow facial hair is permitted, the facial hair should be kept well-groomed and to an acceptable length.
- Some specific styles that are not permitted are:
 - Hair that is teased, back-combed, or covered in excessive product.
 - Patterns shaved into a student's hair or eyebrows.
 - Flamboyant hair styles, such as a 'Mohican', excessively floppy styles, or any style which hides the face.
 - Any unnatural colours.
 - Cuts that are shorter than grade 3.
 - Any other hairstyle that the College considers to be inappropriate.

- **Girls' Hair**

- Girls' hair may be worn down or up according to their preference.
- Girls' hair must be tied up during the following lessons and activities:
 - Biology, Chemistry and Physics during experiments

- Combined Cadet Force
- Design and Technology at all times
- Food Science during practical lessons
- Games and PE at all times
- Any other activity or subject where a member of staff reasonably requires girls to tie up their hair to meet the requirements of a risk assessment.
- Hair clips or hair bands should be discrete and navy blue in colour, and girls with long hair are expected to carry one.
- Protective hairstyles may be worn, especially where they reflect cultural identity. These should be worn neatly and without decorative patterns or excessive adornment, to maintain a professional appearance.
- Some specific styles that are not permitted are:
 - Hair that is teased, back-combed, or covered in excessive product.
 - Indiscrete hair accessories and adornments such as bows, flowers or particularly large clips.
 - Patterns shaved into a student's hair or eyebrows.
 - Styles that hide the face.
 - Any unnatural colours.
 - Cuts that are shorter than grade 3.
 - Elaborate patterns braided into the hair.
 - Any other hairstyle that the College considers to be inappropriate.

Make-up

Make-up worn by students must support the guiding principle of students presenting themselves in a neat and professional manner at all times. Where a student's make-up presents them in an unprofessional manner, a student may be required to remove the make-up, they may be sanctioned, or there may be communication with parents/guardians to facilitate remedial action. In all situations, it is for the College to decide what is deemed to be professional.

- Light make-up may be worn by girls if they wish.
- Nail varnish should only be worn in 'nude' shades.
- Nail extensions are not permitted as they represent a health and safety risk during several day-to-day activities within the College.
- The wearing of false eyelashes is not permitted.
- Tanning products may be used if they maintain a natural and understated appearance. Where a product is noticeably unnatural, the school may request that it is not used.
 - Where a student's use of a tanning product is noticeably unnatural, a suitable member of the pastoral team, such as the Head of Year or the Medical Department, may conduct a coaching conversation with the student to explain

the impact on their appearance. Parents may be contacted to ask that their child does not wear tanning products to school, or that a different product is used.

Jewellery

Items of jewellery worn by students must support the guiding principle of students presenting themselves in a professional manner at all times. Where a student's jewellery presents them in an unprofessional manner, a student may be required to remove the jewellery, they may be sanctioned, or there may be communication with parents/guardians to facilitate remedial action. In all situations, it is for the College to decide what is deemed to be professional.

- Only one piercing in the ear lobe and one piercing in the helix are permitted.
- Ear piercings should be a plain stud for health and safety reasons.
- Bracelets, glasses, necklaces, rings and watches should be discrete, and should be removed whenever required for health and safety reasons, such as in all sports lessons and fixtures. Depending on the activity, ear piercings may be required to be removed for health and safety reasons.

Tattoos

- Students are not permitted to have tattoos (permanent or temporary).

Confiscations

- Where a student is wearing an unacceptable item, they will be expected to remove it immediately if requested to do so. The items may be handed to Reception for safe keeping and to avoid the temptation of wearing it again. Items can be collected by the student or a parent at the end of the school day.

Reasonable Adjustment

The College is committed to complying with the Equality Act 2010. No aspect of this policy shall infringe upon a student's rights in relation to protected characteristics. Reasonable adjustments will always be considered on a case-by-case basis.

Students or their parents may request exceptions to any of the above on the grounds of cultural, medical, religious, social or SEND reasons, or where there is a genuine requirement to mitigate for a protected characteristic according to the Equality Act 2010. In such an instance, requests should be made in the first instance to the Headmaster or, for students in the Nursery School and the Preparatory School, to the Headteacher of the Preparatory School. The Headmaster or Headteacher may delegate responsibility for the decision to another member of

staff, such as the Deputy Head Pastoral, the Deputy Head of the Preparatory School, the Assistant Head, Head of Sixth Form, the Assistant Head Boarding, or a Head of Year. To support a request, the Headmaster or Headteacher may require a letter from an individual of authority, such as a religious or community leader or a doctor.

The Headmaster's decision should be considered final.

Inclusion

Uniform is discussed regularly at committees such as School Council and the Equality, Diversity and Inclusion Committee.

Where there is a need for review of the Appearance of Students policy, the Deputy Head Pastoral or the Deputy Head of the Preparatory School will ensure that there is opportunity for student voice to contribute to decision making. This may be through focus groups, electronic surveys, or fitting evenings.

Contextual Safeguarding

Staff will always consider the context and motive of a student's attitude towards their appearance and consider whether it raises any concerns for the welfare of the student. The Deputy Head Pastoral and the Deputy Head of the Preparatory School work closely with the Director of Safeguarding, and with other relevant colleagues such as the Head of EYFS, class teachers, Heads of Year, Assistant Head Boarding, Housemaster/Housemistress, and the Student Support Services Team to ensure that all relevant information has been shared and considered when making any decisions with regard to the appearance of students. In appropriate circumstances, such discussions may lead the Deputy Head Pastoral or Deputy Head of the Preparatory School to decide to make a reasonable adjustment to this policy.

The College will also consider whether any non-compliance with the Appearance of Students policy might be the result of unmet needs and will discuss concerns with the SENCO and the student's parents accordingly.

All staff will be supported in the consistent application of this policy. The College will offer briefing reminders, which may include visual guides, to assist staff in identifying and addressing uniform issues fairly and consistently across year groups. This will be supported with reminders to specific year groups or the whole school at assemblies and through the tutor programme.

Guidelines for parents, families and guardians

We ask that parents check that their child fully meets all requirements of the Appearance of Students policy when they drop them off at school in the morning.

Where a student is challenging the expectations of the College and this is causing difficulty at home, the College will be happy to support you through the intervention of an appropriate member of staff, such as the Head of Year, class teacher or tutor.

Guidelines for staff

- The Headmaster requires that **all** staff support and enforce the dress code throughout the School day, and in **all** areas of the School campus. They must, therefore, be prepared to challenge inappropriate standards in all contexts.
- All staff have a responsibility to challenge students who are not following the School dress code or are wearing School clothing in an inappropriate way. This challenge may need to be followed up with disciplinary sanction, such as the awarding of a Cross on Class Charts.
 - The first response to a student not following the school dress code should be **demanding correction**. This can be achieved simply by asking and observing, if appropriate, the student correcting their dress. Use objective, unemotive language. For example, "Please tuck your shirt in and lengthen your tie, as it is too short." Or, "I can see that your kilt is rolled. Please unroll it."
 - Should a student fail to correct the inappropriate dress code, you should consider whether a **sanction** is a suitable response. Most commonly in the Senior School this may be a Cross on Class Charts or, if the student has been defiant towards you, a Demerit. If their response was rude, you may consider a School Detention.
- In the Senior School, Tutors have a special responsibility for the standard of dress of the members of their tutor group. It is in the context of the tutor group that issues of School clothing may most appropriately be discussed, and an understanding of standards established. The tutor should have an active concern that the members of the tutor group observe appropriate standards and should ensure that this is monitored in tutor meetings. **It is a reasonable expectation that students should leave their tutor time appropriately dressed for assembly/lessons.** The same applies to Class Teachers in the Preparatory School.
- Teachers should ensure that the dress code is observed in their classroom and refuse to accept alternative standards or styles of dress from any student. Students who present themselves for class without the correct clothing and without correct permission should be issued with correction or a sanction. An example of this is if a student arrives at a Games session wearing incorrect kit. **At all times, those who appear untidily dressed or who have not followed the school dress code should be required to dress themselves tidily, and if they are unable to, a sanction should be issued.**
- If a teacher finds that s/he is regularly addressing these issues with any student, they must inform the student's Head of Year (or, in the Preparatory School, the Class Teacher) and, where relevant, Housemaster/Housemistress. **It is, however, a teacher's own responsibility to record regular concerns about a student's uniform, for example through sanction on Class Charts.**

- All staff have a responsibility to avoid, whenever possible, creating situations that might undermine the School dress code (by, for example, obliging students to break the dress code). If a teacher believes there is a serious reason why s/he should excuse a student or students from the dress code during a time when it normally applies, that teacher must seek consent from the Deputy Head Pastoral or Deputy Head of the Preparatory School before proceeding.
- The medical department may always excuse students from any element of the dress code without reference to senior staff but will always issue the student(s) concerned with a note of medical permission.

Guidelines for members of boarding staff

- For boarding students, the Housemaster/Housemistress and their house staff are responsible for ensuring that each student is equipped with a full School dress code wardrobe. There should be a check of this provision at the beginning of each term, and at regular points during the school year. The Housemaster/Housemistress should communicate with parents promptly when any problem arises in this regard.
- House staff are responsible for ensuring that each student is fully and correctly dressed at the beginning of each school day. This will normally take place in the House registration periods, but an individual Housemaster/Housemistress may make alternative arrangements if they lead to better results. House staff and particularly Matrons should make regular uniform checks during the week, and will take steps to ensure that the dress code is observed by each member of their House.
- If a boarding student is finding the observance of the School dress code a difficulty, it is the responsibility of the Housemaster/Housemistress to bring this issue to the attention of the student's parents/guardian, and to work with them to overcome the difficulty.

Related policies

- Positive Behaviour, Rewards and Sanctions Policy (Preparatory School)
- Positive Behaviour and Relationships (Senior School) Policy