

**Believe  
You  
Can**

**the Olive Tree  
Primary School**

# **School Uniform Policy**



The **Olive Tree**  
Primary School

## Document Control

<b>This document has been approved for operation at The Olive Tree Primary School</b>	
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## Introduction

The Olive Tree Primary School promotes excellence in everything pupils undertake. The uniform and appearance of our pupils will support the ethos of our school; instil a sense of pride to be a part of the school; support positive behaviour and discipline; ensure pupils of all races and backgrounds feel welcome; protect pupils from social pressures to dress in a particular way and enables them to act as ambassadors for the school.

The school expects high standards of presentation at all times when wearing the school uniform. Whenever the school uniform is worn, it must be complete and not mixed with non-uniform clothing. This includes when travelling to and from school.

## Aims and Objectives

To set out the school's guidelines for uniform.

To support the mission, vision and values of the Trust and its establishments.

## Who is responsible for this policy?

The Board of Trustees has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory or Trust framework. The Board of Trustees has delegated day-to-day responsibility for operating the policy to the Safeguarding & Inclusion Committee, Interim Executive Principal and the Head of School.

The Safeguarding and Inclusion Committee, Senior Leadership Team, and Extended Leadership Team have a specific responsibility to ensure the fair application of this policy and all members of staff are responsible for supporting colleagues to ensure its success.

## Uniform guide

Appendix 1 of this policy sets out the school uniform requirements. The items listed in Appendix 1 are compulsory for all pupils (unless otherwise indicated). Specified items can be purchased for the forthcoming academic year from:

Smart Clothing Limited  
Shops 5-7, Blackhorse Street, Bolton, BL1 1SY  
Telephone: 01204 392610

Uniform items that do not carry The Olive Tree Primary School logo can be purchased from a variety of supermarkets including Asda, Tesco, Sainsbury's, and Morrisons. Please be aware that some items that are sold on supermarket school uniform aisles do not always meet our school uniform expectations, e.g. "skinny cut" or "jeans like" trousers. Please refer to Appendix 1 to make sure that what you buy will meet the school uniform requirements.

A different dress code may be required for school events. Such variations for all non-uniform events will be clearly specified and communicated to parents and pupils prior to the event.

## Personal appearance

- Long nails, nail varnish and make-up are prohibited.
- No jewellery other than a wristwatch or stud earrings may be worn (unless otherwise agreed on grounds of faith).
- Hair must be kept tidy. In line with guidance published by the Equality and Rights Commission, at The Olive Tree Primary School we make every effort to ensure we are careful not to discriminate against children of different faiths and cultures in terms of hair, however the school expectation is that pupils do not have:
  - Lines or patterns shaved into the hair,
  - Hairstyles which are extreme. This includes hairstyles where the sides are much shorter than the top.

- Head coverings may be worn for religious purposes only. Any head covering worn for religious values should be in the colours as advised by the school. To ensure the safety of pupils; where head coverings are worn, these are to be short, not held by 'safety pins or such items' and tucked into PE t-shirts when pupils are participating in PE lessons.

### **School bag**

School bags must not display offensive or political images or slogans.

### **Banned items**

Mobile phones, MP3 players, tablet computers, smart watches and any type of electronic gaming equipment must not be brought into the school.

### **Financial support**

Families who are experiencing genuine hardship and require support to purchase the uniform should contact the school.

The school will generally consider applications for assistance, only where the applicant is eligible for 'Free School Meals' and qualifies on one of the following grounds:

- Where a pupil is the victim of severe family dislocation, especially where there is a need for the pupil to be moved and have to change school.
- Where a pupil's household has been affected by fire or flood and their school uniform is lost or damaged.
- Other exceptional circumstances as determined by the school.

You will be required to send us supporting evidence from an appropriate professional with your request, e.g. a letter from a social worker, support worker or medical professional.

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A low income in itself will not generally be considered as an exceptional circumstance.

### **Provision of Second Hand Uniform**

At The Olive Tree Primary School we understand that parents should not have to think about the cost of uniform when choosing which school (s) to apply for. We have therefore taken into account all items of uniform or clothing parents will need to provide their child whilst at the school and kept the use of branded items to a minimum.

Second-hand uniforms can benefit all parents, particularly those on low incomes. In addition, by extending the life of garments, it is more sustainable.

As a school we have a range of second-hand uniform items in a selection of sizes which are made available to parents at the end of the Autumn, Spring and Summer Terms.

### **Breaches of uniform code**

Uniforms will be checked on a regular basis to ensure they conform to the policy and that pupils look smart and well presented. In the event that a pupil has the wrong uniform, the teacher or member of staff will challenge the pupil and instruct them to address the issue. The teacher or member of staff will also speak to the parent(s) either in person or by phone and ask them to remedy the breach of school uniform policy.

For significant and repeated breaches of the uniform code, the matter will be referred and the parent(s) may be asked to take the pupil home to address the concern before returning to the school.

If a prohibited or offensive item (such as an offensive image or slogan on a school bag) is brought into school, the item will be confiscated.

## **Monitoring, evaluation and review**

The policy will be promoted and implemented throughout the school.

The Board of Trustees will monitor the operation and effectiveness of arrangements referred to in this policy at the school.

### **Appendix 1: School uniform**

<b>School Uniform – Girls (Reception to Year 6)</b>	<b>Purchase From</b>
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<b>Charcoal grey pinafore or trousers</b>	Choice of retailers
<b>School navy cardigan – with school logo</b>	<b>Approved retailer only</b>
<b>Plain white polo shirt</b>	Choice of retailers
<b>Grey opaque tights or socks</b>	Choice of retailers
<b>Blue &amp; White gingham dress with white socks, tights or leggings</b> ( <i>optional - Summer term only</i> )	Choice of retailers

<b>School Uniform – Boys (Reception to Year 6)</b>	<b>Purchase From</b>
<b>Charcoal grey trousers</b>	Choice of retailers
<b>School navy knitted jumper – with school logo</b>	<b>Approved retailer only</b>
<b>Plain white polo shirt</b>	Choice of retailers
<b>Plain grey socks</b>	Choice of retailers
<b>Charcoal grey knee length shorts with plain grey socks</b> ( <i>optional - Summer term only</i> )	Choice of retailers

<b>Religious head coverings (Optional) – All (Reception to Year 6)</b>	<b>Purchase From</b>
<b>Girls - Short white/navy burka</b>	Choice of retailers
<b>Boys - White netted topi</b>	Choice of retailers

<b>PE Kits – All (Reception to Year 6)</b>	<b>Purchase From</b>
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<b>Lime green sports top</b> - with school logo	<b>Approved retailer only</b>
<b>Plain black/navy shorts or joggers</b>	Choice of retailers
<b>Plain black/navy hoody</b> ( <i>optional</i> )	Choice of retailers
<b>Plain white, black or grey socks</b>	Choice of retailers
<b>Plain black trainers or pumps</b>	Choice of retailers

<b>Uniform Accessories – All (Reception to Year 6)</b>	<b>Purchase From</b>
<b>Plain outdoor coat</b> ( <i>optional</i> ) ( <i>Denim or leather jackets, or those with slogans or logos, are <b>not</b> permitted</i> )	Choice of retailers
<b>Plain black flat shoes</b> ( <i>Polished black, traditional style, black flat sole and closed toe shoe. A plain design with no logos, decorative buckles, coloured laces or stitching, labels, tags, studs or other decorations. Boots, trainers, plimsolls, canvas or suede shoes are <b>not</b> permitted.</i> )	Choice of retailers
<b>School book bag</b> – with school logo	The school office
<b>School PE bag</b> – with school logo	The school office