



# UNIFORM GUIDELINES AND PROCEDURES

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## 2. Vision Statement

Guided by our Catholic Identity, St Brigid's College ensures high levels of learning and success for all.

## 3. Rationale

A school uniform represents a sense of ownership and belonging with regard to our College. It provides an economical, neat and safe mode of dress for the students of St Brigid's. The uniform promotes the identity of the College and reduces unfair competition and discrimination that arises from the pressures of the ever-changing world of fashion, whilst ensuring that our students are safe in their school environments.

## 4. Scope

The Uniform Guidelines and Procedures apply to all members of the College Community.

## 5. Guidelines Statement

St Brigid's College students are required to wear the school uniform neatly and well maintained according to the uniform style guide. They are encouraged to wear the uniform with pride and to be aware that the manner in which they are seen to be wearing the uniform determines, to some extent, the public image of the College. The College Leadership must approve any substantial changes to the uniform after consultation with the College Community. The Principal reserves the right to use discretion regarding the wearing of the uniform when it does not represent the standard of the school.

St Brigid's College supports the gender diversity of students.

## 6. Guiding Principles

Students are expected to be in full school inform. If not, they must either have a note from home outlining the reason for the irregularity or their parents have logged an out-of-uniform note through the SIMON Everywhere App. If a note is provided, this must be signed off by the Teacher Advisor and carried by the student. If it is a parent notified out-of-uniform, this will be able to be checked electronically by any staff member who sees the student that day.

If there is no note, written or electronic then:

Uniform infringements will be recorded on the Uniform Infringement Google Sheet which can be found on SIMON in School Links.

It is the responsibility of the Teacher Advisor (TA) to log infringements in homeroom each day and to check the document regularly (at least weekly) if other staff have logged an infringement.

After the first three infringements - TA checks the Parent Notified Out-of-Uniform sheet to cross check if students have been permitted from home to be out of uniform. If no notes are recorded, the TA contacts the family and records this contact on SIMON > Student Profile > Student Notes.

After the sixth infringement - TA checks the Parent Notified Out-Of-Uniform sheet to cross check if students have been permitted to be out of uniform from home. If no notes are recorded, the TA contacts the family and then adds an incident on Social Behaviour - Minor Incident.

After the ninth infringement - TA checks the Parent Notified Out-Of-Uniform sheet to cross check if students have been permitted to be out of uniform from home. If no notes are recorded, the TA contacts the SWT and adds an incident on Social Behaviour - Major Incident. The SWT will then contact home and add an after-school detention to be supervised by staff.

Any further infringements - TA checks the Parent Notified Out-Of-Uniform sheet to cross check if students have been permitted to be out of uniform from home. If no notes are recorded, the TA adds an incident on Social Behaviour- Major Incident. At this point the SWT Leader will arrange a meeting with the family.

After further infringements - TA checks the Parent Notified Out-Of-Uniform sheet to cross check if students have been permitted to be out of uniform from home. If no notes are recorded, the TA adds an incident on Social Behaviour - Major Incident. At this point the SWT Leader will arrange a meeting with the family with assistance from the Principal.

Students observed not behaving in a manner expected by the College whilst in our uniform outside of school hours, will have the incident recorded through the Social Behaviour tracking system at the level appropriate to the incident.

The Uniform Infringement Spreadsheet refreshes each semester, and all students start from the beginning again.

Students with recognised sensory or medical concerns that require adjustment to the wearing of the uniform will have exemptions listed on their Personalised Learning Plans and Student Profiles.

## **7. Procedures**

Shoes must be appropriate school shoes. Black lace-up dress shoes, full leather style athletic sneakers, T-Bar or Mary Jane sandals are permitted. No high heels, skate or ballet slipper shoes are to be worn as these present a slipping risk. No canvas or mesh material shoes are permitted as these do not provide enough protection in the event an item is dropped on toes. Shoes are not to have any coloured labels or visible logos. Appropriate athletic footwear must be worn for Physical Education and sport activities for the foot and ankle health and the safety of students.

No other garments should be able to be seen under the school uniform.

The complete PE uniform may be worn to and from school on the days that students have Physical Education, Sports Academy or Outdoor Education. One piece swimming clothing is to be worn by students in Swimming Sports and PE classes.

Socks: Only white or grey school embroidered socks are to be worn so that the embroidery is visible.

The school has a hat for all students as part of the school uniform. It is compulsory for all students to wear the hat whenever outside during Term One and Four. No hats are to be worn inside. They are to be stored in lockers during class.

Dresses, skirts and shorts are to be at knee length.

Hair is expected to be arranged in an appropriate manner considered for the safety and expectations of participation in any subject. If tied back, accessories need to be in the school colours. It is expected that students' hair can be construed to be natural colours and that the style is hygienic and neat.

Facial hair is to be maintained in a neat and hygienic state.

Students are permitted to wear plain studs or sleeper earrings. Other piercings and jewelry must be discrete and consider the safety and expectations of participation in any subject. Only religious medals or a cross may be worn as accessories to necklaces and must be worn under clothing.

Make-up should not be noticeable. Coloured nail polish is not to be worn- only clear polish is permitted. Students wearing coloured nail polish will be sent to the Front Office to access nail polish remover. Nails must be kept at an appropriate length for hygiene and safety purposes and the expected participation in any subject.

Skin art is not to be visible.

On days where students participate in school-related events, but the school uniform is not worn, for example casual clothes or whole school sport days, they must wear clothing appropriate to the activities in which they are participating. Students must have shoulders covered to remain SunSmart. Thongs and open toed shoes are not to be worn to ensure the safety of their feet in classes and activities.

A description of the appropriate clothing to be worn on excursions will be provided in the PAM notification to parents. If casual clothing is permitted on an excursion or camp/retreat the above applies to comply with Occupational Health and Safety and SunSmart requirements.

## 8. Responsibilities

- Students: to adhere to wearing the correct school uniform and to wear it in an appropriate manner and state of cleanliness
- Parents/Guardians: to ensure the appropriate and correct school uniform is purchased and worn daily by their child/ren
- Staff: to monitor and enforce the correct wearing of uniform by students and to follow school process for breaches of the Uniform Guidelines and Procedures.

## 9. Legal References

Federal and relevant State laws bind the School and its employees. A breach of the Uniform Guidelines and Procedures may result in the School and/or its employees breaching any one of the following pieces of legislation:

Racial Discrimination Act 1975 (Cth);	Sex Discrimination Act 1984 (Cth);
Disability Discrimination Act 1992 (Cth);	Equal Opportunity Act 1995 (Vic)
Child Safe Standards (Ministerial Order 870)	
Education and Training Reform Act 2006	

Note: This is not an exhaustive list of the relevant legislation.

## 10. Related Policies

- DOBCEL - St Brigid's College Complaints Handling Policy
- Positive Behaviour Policy

## 11. Appendices (linked documents)

1. Uniform Price List
2. Uniform Style Guide

## 12. Document Review

The Uniform Guidelines and Procedures will be subject to review by the College Leadership Team, with input from students and the parent community.

Prepared: June 2022	Date	Comment
Updated:	Jan 2024	Refreshed
Updated:	July 2024	Updates to social behaviour incidents process
Updated:	Oct 2024	Adjusted from 'Policy' to 'Guidelines and Procedures' and minor updates
Due for Review:	Oct 2026	