



Loughton School

Uniform Policy

Date last reviewed by school: December 2024

Date last updated by school: December 2024

Policy signed off by Governing Body: 11.12.24

We have updated this policy in line with the DfE's new statutory uniforms guidance. Schools are expected to be compliant with the majority of this guidance by September 2022; however, there are exceptions, including where the school is tied into a contract with a supplier and where a competitive tender must be run to set up a new uniform contract. All schools should be compliant by September 2023 where possible.

Statement of intent

1. Legal framework
2. Roles and responsibilities
3. Cost principles
4. Equality principles
5. Complaints and challenges
6. School uniform supplier
7. Finding and consulting suppliers
8. Template documents
9. Uniform assistance
10. Non-compliance
11. School uniform
12. Adverse weather
13. Labelling and lost property
14. Monitoring and review

Appendices

School Uniform Assistance Application Form

Statement of intent

Loughton School believes that a consistent school uniform policy is vital for:

- Promoting the ethos of a school.
- Providing a sense of belonging and identity.
- Setting an appropriate tone for education.

For the purposes of this policy, “**uniform**” includes the following elements of pupils’ appearance:

- Clothing, including the school uniform itself, variations of the school uniform such as PE kits, and other clothing worn at school, e.g. non-uniform.
- Hairstyles and headwear.
- Jewellery and other accessories.
- Cosmetics such as makeup and nail polish.

This policy lays out the measures the school has taken to ensure a consistent, fair and inclusive uniform policy, and to implement a uniform that reflects the needs of all pupils, is affordable, and provides the best value for money for both the school and pupils’ families.

We believe that pupils learn most effectively and achieve their best outcomes when they are comfortable, able to be themselves, and dressed in a way that sets an appropriate tone for education.

In writing and updating this policy, we have sought to:

- Engage with parents and pupils.
- Consider how this policy might affect groups represented in the school, especially those who share protected characteristics as defined by the Equality Act 2010.
- Consider how comfortable the uniform will be for pupils.
- Take a sensible approach to allow for exceptions to be made, e.g. during adverse weather.
- Ensure that the uniform is suitable and safe for pupils who walk or cycle to school.
- Choose a PE kit which is practical, comfortable, appropriate to the activity involved and affordable.
- Ensure the policy is easy to access and understand.

1. Legal framework

This policy has due regard to all relevant legislation including, but not limited to, the following:

- Human Rights Act 1998
- Education and Inspections Act 2006
- Equality Act 2010
- Education Act 2011
- The UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018

- Education (Guidance about Costs of School Uniforms) Act 2021
- DfE (2021) 'Cost of school uniforms'
- DfE (2021) 'School Admissions Code'
- DfE (2024) 'School uniforms: guidance for schools'
- Equality and Human Rights Commission (2022) 'Preventing hair discrimination in schools'

This policy operates in conjunction with the following school policies:

- Complaints Procedures Policy
- Relationships Policy
- Pupil Equality, Equity, Diversity and Inclusion Policy
- Inclusion Policy
- Tendering and Procurement Policy

2. Roles and responsibilities

The governing board is responsible for:

- Establishing, in consultation with the headteacher and school community, a practical and smart school uniform that accurately reflects the school's vision and values.
- Ensuring that the school's uniform is accessible, inclusive, and does not disadvantage any pupil because of their protected characteristics or socio-economic status.
- Listening to the opinions and wishes of parents, pupils and the wider school community regarding changes to the school's uniform.
- Ensuring that the school's uniform is accessible and affordable.
- Demonstrating in this policy how best value for money has been achieved.
- Ensuring compliance with the DfE's ['Cost of school uniforms'](#) guidance.
- Processing and approving all eligible School Uniform Assistance Application Forms.

The headteacher is responsible for:

- Enforcing the school's uniform rules on a day-to-day basis.
- Ensuring that teachers understand this policy and what to do if a pupil is in breach of the policy.
- Listening to the opinions and wishes of the school community in regard to the school's uniform and making appropriate recommendations to the governing board.
- Providing pupils with an exemption letter as appropriate, e.g. for a pupil who has a broken arm and requires a loose-fitting top.

Staff are responsible for:

- Ensuring that pupils dress in accordance with this policy at all times.
- Where appropriate to their role, disciplining pupils (in line with the behaviour policy) who are in breach of this policy.
- Ensuring that pupils understand why having a consistent and practical school uniform is important, e.g. school identity.

Parents are responsible for:

- Providing their children with the correct school uniform as detailed in this policy.
- Informing the headteacher if their child requires an exemption to the uniform rules for a period of time, with a reason why.
- Ensuring that their child's uniform is clean, presentable and the correct size.

Pupils are responsible for:

- Wearing the correct uniform at all times, unless the headteacher has granted an exemption.
- Looking after their uniform as appropriate.
- Understanding and respecting why a school uniform is important to the school, e.g. school identity and community.

3. Cost principles

The school is committed to ensuring that its school uniform is affordable and accessible to all pupils and does not place an unreasonable financial burden on parents.

In accordance with the 'School Admissions Code', the headteacher will ensure that the school's uniform policy does not discourage parents from applying for a place for their child.

The school will assess the overall cost implications of its uniform policy regularly, including prior to making any changes to the school uniform. When evaluating whether costs are reasonable and proportionate, the school will take into account the opinions and situations of:

- Economically disadvantaged parents.
- Parents with multiple children who are, or will be in the future, pupils at the school.
- Parents of younger children, as they are likely to grow quickly and require new sets of uniform more frequently.
- Parents of pupils with protected characteristics that may impact their ability to access the uniform due to costs.
- Children Looked After (CLA) and Previously Looked After Children (PLAC).

The school will evaluate the cost of its uniform based on the overall collection of uniform items that parents would need to purchase for a pupil, rather than on the cost effectiveness of individual items; this will include consideration of the fact that parents will need to purchase multiples of certain items, e.g. shirts and socks, to ensure their child can come to school in clean uniform every day.

The school keeps variations in school uniform for different groups of pupils, e.g. year group-specific items or house colours, to a minimum where possible to ensure that pupils can get the most wear out of their uniform possible and that parents can pass some items down to younger siblings.

The school keeps branded uniform items to a minimal level that is reasonable for all members of the school community. The school defines a branded uniform item as any item of clothing that cannot be purchased at a range of retailers, including by virtue of logos, colours, design and fabrics. Where the school decides to require an item of branded clothing, it will conduct an assessment to ensure prices are kept as low as possible, e.g. by offering sew- or iron-on logo badges for jumpers that can be bought at retailers instead of requiring special branded jumpers.

The school is committed to meeting the DfE's recommendations on costs and value for money. Every care is taken to ensure that our uniforms are affordable for all current and prospective pupils, and that the best value for money is secured through reputable suppliers.

The school will work with multiple suppliers to obtain the best value for money possible. Any savings negotiated will be passed to parents where possible. The school will not enter into exclusive single-supplier contracts or cash-back arrangements. More information on supplier processes can be found in the '[School uniform supplier](#)' section of this policy.

The school will not amend uniform requirements regularly and will take the views of parents and pupils into account when considering any changes to school uniforms.

4. Equality principles

The school takes its legal obligation to avoid discriminating against any protected characteristic unlawfully very seriously and aims to ensure that the uniform policy is as inclusive as possible so that all pupils are supported to access a school uniform which is comfortable, suitable for their needs, and reflects who they are.

The school will work to ensure that school uniform's cost does not disproportionately affect any pupils by ensuring that uniforms for all genders are as equal in price as possible and by adhering to the cost principles laid out in section 3.

The school will ensure that parents and pupils are consulted over any changes to school uniform, and that views and advice is sought specifically from pupils, and parents of pupils, who:

- Are transgender, including non-binary pupils.
- Have SEND and/or sensory needs.
- Are of a religious or cultural background that has dress requirements.

The school implements a gender-neutral uniform, meaning that pupils are not required to wear specific items based on their gender, and may wear any of the uniform items listed in the 'School uniform' section of this policy regardless of the legal sex recorded on the school's records. Transgender pupils are supported to access the uniform that best reflects their gender expression.

The school ensures that pupils who are required to follow certain dress requirements, e.g. by virtue of their membership of a particular religious or cultural group, are afforded flexibility to allow them to wear a uniform that adheres to their requirements as far as possible. The school endeavours to meet all requests for amendments to the uniform for these purposes; however, will ensure that the needs and rights of individual pupils are weighed against any health and safety concerns for the entire school community.

Parents' concerns and requests regarding religious clothing are dealt with on a case-by-case basis by the headteacher and governing board, and always in accordance with the school's Complaints Procedures Policy.

The school ensures that the needs of pupils with SEND and/or sensory difficulties are considered in the uniform policy, e.g. ensuring soft, stretchy fabrics and avoiding intricate buttons or hard seams; however, where the needs of these pupils cannot be met in the standard uniform policy, individual adaptations to the uniform will be considered and permitted wherever possible.

5. Complaints and challenges

The school endeavours to resolve all uniform complaints and challenges locally and informally, in accordance with the school's Complaints Procedures Policy.

To make a complaint, parents should refer to the Complaints Procedures Policy and follow the stipulations outlined.

When a complaint is received, the school works with parents to arrive at a mutually acceptable outcome.

Governors are willing to consider reasonable requests for flexibility to allow a pupil to accommodate particular social and cultural circumstances.

6. School uniform supplier

Our current school uniform supplier is:

Maisies Superstore

60-64 Church Street, Wolverton, Milton Keynes, MK12 5JW

01908 313313

<https://www.maisies-superstore.co.uk/your-school/>

The governing board will ensure that a written contract is in place with the supplier for branded items.

The school will retender the uniform contract every **five years**, whether changes to the uniform are made or not, in line with the Tendering and Procurement Policy. The governing board will be able to demonstrate how uniform is procured at the best value for money. The headteacher will work to ensure that the items are procured as cheaply as possible without compromising on the quality, e.g. by requesting standard-style items from the supplier rather than more intricate and unique designs.

The school does not sign contracts with suppliers before requesting visualisations of proposed uniform, as well as fabric samples.

The school will order new uniform each **December**. Where the school is proposing to change suppliers, it will reach out to suppliers by **October** in the determination year.

7. Finding and consulting suppliers

If the school is considering changing its suppliers and seeks a list of available suppliers, it will consider the following options:

- Consulting an industry body
- Researching local suppliers
- Consulting with other schools and networks
- Having informal discussions with potential suppliers to help determine the school's own needs

If the school prepares to request bids from potential suppliers, it will consider the following elements:

- What products parents will need
- Existing contractual commitments
- Length of tender process
- The school's evaluation process

8. Template documents

Schools will use the DfE's 'Procuring uniform supplies' template documents to ensure that they undergo the procurement process correctly. The templates consist of an invitation to tender, a request for quotation, and a pricing schedule.

Schools will use the invitation to tender template to ask questions of suppliers. Schools will then use the pricing schedule to ask suppliers to submit their prices. Full instructions on how to use the templates are included in each of the documents.

9. Uniform assistance

The school supports vulnerable families in **meeting the costs of the compulsory PE T-shirt by offering a 25% discount to families on our pupil premium register**. The budget for this comes from pupil premium funds. The discount will only apply if the school does not have a good quality second-hand top to offer the family. This is in line with the school's Pupil Premium policy.

Families who meet the criteria should contact the school office for support with this.

The school holds second-hand school uniforms in the medical room for parents to access; access to this uniform is available upon request made to the Pastoral Team or Medical LSA. Parents are actively encouraged to donate their child's uniform when they no longer need it.

10. Non-compliance

Staff members are permitted to talk to pupils for breaching this policy, in accordance with the school's Relationships Policy. They will also speak to parents about this.

11. School uniform and colours

Our school colours are green and black.

School Uniform

Item	Optional or required	Branding	How to acquire	Cost per item from school supplier
Regular school uniform				
Green sweatshirt or green cardigan	Required	School logo or non-branded	Available from school supplier, second hand from school and available from regular retailers	£9.99 £18.99
White polo shirt	Required	School logo or non-branded	Available from school supplier, second hand from school and available from regular retailers	£7.99 £10.99

Green school fleece	Optional	School logo	Available from school supplier and second hand from school	£16.99
Black trousers, shorts, pinafore dress or skirt	Required	No branding	Available from regular retailers	N/A
Sensible, plain black shoes	Required	No branding	Available from regular retailers	N/A
Green and white checked summer dresses/skirts	Optional in warmer weather	No branding	Available from regular retailers	N/A
PE kit				
Green PE T-shirt	Compulsory	School logo	Available from school supplier and second-hand from school	£15.99 £17.99
Plain black shorts	Required	Branded or non-branded	Available from school supplier and regular retailers	£4.99 £6.99
Plain black jogging bottoms	Required	Branded or non-branded	Available from school supplier and regular retailers	£10.99 £15.99
Black hoodie/sweatshirt/zip-up top	Required for colder weather	Branded or non-branded	Available from school supplier, second hand from school and available from regular retailers	£17.99 £23.99
Sensible trainers	Required	No branding	Available from regular retailers	N/A
Accessories				
School book bag and/or PE bag	Optional	School logo	Available from school supplier	£6.99
School cap	Optional	School logo	Available from school supplier	£4.50
School beanie hat	Optional	School logo	Available from school supplier	£4.99

Trainers are not considered suitable footwear for the school day, unless your child has PE on that day. High heels are not permitted; however, block heels of no more than **3cm** may be worn. Skirts must be knee-length. Black jeans are not permitted.

Hijabs, if worn, must be black or dark green.

Parents are responsible for ensuring their child comes into school in their PE kit on PE days. This will be notified to parents along with any timetable changes by the class teachers at the beginning of the term.

Jewellery

Permitted jewellery that may be worn is:

- One pair of stud earrings – no other piercings are permitted. Children must be able to remove their earrings to take part in PE/games lesson, swimming lessons and extra-curricular sporting activities.
- A smart and sensible wrist watch. Smart watches cannot be worn in school, unless they can be disabled from the network provider during the school day.
- No watches are to be worn when children are sitting their statutory KS2 assessments in line with the assessment guidance.

Jewellery is the responsibility of the pupil and not the school. Lost or damaged items will not be refunded.

School bag

Pupils must use an appropriately-sized waterproof bag to carry their books and equipment.

School bags featuring inappropriate images, slogans or phrases are not permitted. The school encourages pupils to bring non-valuable bags to school. The school will not be liable for lost or damaged school bags.

Hairstyles

The school reserves the right to make a judgement on where pupils' hairstyles or hair colours are inappropriate for the school environment; however, will ensure that any such judgements do not discriminate against any pupil by virtue of their protected characteristics. Each individual pupil's scenario will be taken into account where any judgements on appropriateness are to be made, parents will always have the freedom to complain via the school's Complaints Procedures Policy.

Pupils with long hair must ensure that this does not impede their vision, cover their face or provide a health and safety risk. Long hair must be tied up during practical lessons, e.g. during PE.

The following hairstyles are not considered appropriate for school:

- Brightly-coloured, dyed hair.
- Headwear with bold patterns or colours.
- Different coloured weaves and extensions
- Excessive hair accessories.

Makeup

The school rules on makeup are as follows:

- No makeup is permitted to be worn in school, including tinted lip balm.
- False nails and nail extensions are not permitted.
- Only clear nail varnish may be worn.
- Temporary tattoos are not permitted.

12. Adverse Weather

All pupils will be advised to wear weather-appropriate clothing.

For hot temperatures, this includes wearing:

- Tops that cover the shoulder area.
- Sunglasses with UV protection when outside.

Pupils will be advised not to wear any jumpers during heatwaves. If outside during break times, pupils not wearing sun-safe clothing will be advised to stay in an area protected from the sun, or spare clothing is provided.

For cold temperatures, this includes wearing:

- Scarfs, gloves, coats and hats when outside.
- Warm jumpers.
- Trousers, or skirts and thick tights.

13. Labelling and lost property

All pupils' clothing and footwear should be clearly labelled with their name. Any lost clothing will be taken to the lost property cupboard. All lost property is retained for one half term and is disposed of if it is not collected within this time.

14. Monitoring and review

This policy is reviewed annually by the governing body and the headteacher. The scheduled review date for this policy is **October 2025**.