



## EMHS SCHOOL UNIFORM PROCEDURE

### 1. Rationale:

- 1.1 The wearing of school uniform promotes a sense of belonging for students and creates a positive image for the school community. School uniforms also contribute to the personal safety of students by allowing easier recognition of students inside the school and in the community.
- 1.2 The NSW Department of Education *Behaviour code for students* states that 'In NSW public schools students are expected, to the best of their ability, to: meet the school's agreed uniform policy or dress code'.
- 1.3 The wearing of appropriate uniform promotes the health and safety of students and complies with work health and safety legislation, to help protect students from injury (for example, items for sun protection or safe footwear).

### 2. Exemptions:

- 2.1 The Principal and their delegate/s will manage individual requests from parents and/or carers, and students, for any exemptions to the policy. Appropriate documentation will be required. Speak to your Deputy Principal for support.
- 2.2 Students who have PDHPE period one (1) on a school assembly day will be issued with a pass by their PDHPE teacher so they can wear PDHPE uniform to school. They will change into full school uniform at the end of the timetabled PDHPE lesson.
- 2.3 Occasionally students may have a practical PDHPE/Sport/PASS lesson on each side of a lunch period. The Head Teacher PDHPE will consider issuing a pass so that students can remain in PDHPE uniform during the lunch, with students changing into uniform at the end of the final practical lesson.

### 3. Responsibilities and delegations:

#### 3.1 Principals

- lead the development and review of local school uniform requirements
- lead consultation during a review of school uniform requirements
- oversee contract negotiations with school uniform suppliers
- inform parents and carers of local school uniform requirements and carefully consider parent and carer concerns, and requests for exemptions
- provide assistance to families in need
- maintain documentation of the school's uniform requirements and consultation undertaken.

#### 3.2 Parents and carers

- Provide their child/children with a school uniform that meets the school's uniform requirements and raise any concerns with the principal or their delegate

### 3.3 Students

- Wear a school uniform that meets the school's uniform requirements

### 3.4 Staff

- Consistently apply these procedures, referring issues of concern to the appropriate delegate

## 4. Correct school uniform:

Students wear their full school uniform to school every day. Students change for PDHPE at the beginning of their timetabled lesson, and back into full school uniform at the end of the lesson.

**Junior Boys:** White shirt with school emblem, navy shorts or navy long trousers.

**Junior Girls:** White shirt with school emblem, navy long slacks, blue checked school skirt and/or skirt.

**Senior Boys:** Senior white shirt with school emblem and grey shorts or grey long trousers, school tie (optional).

**Senior Girls:** Senior white shirt with school emblem and grey skirt or navy long slacks.

**Unisex Sports Uniform:** Navy blue and red polo shirt with school emblem and navy blue shorts with EMHS print, appropriate sport shoes.

**Unisex shoes:** Full black leather shoes (no other colours or logos).

**Socks:** White.

**Unisex Winter Junior:** Red jumper with school emblem, navy blue jacket with school emblem.

**Unisex Winter Senior:** Red jumper with school emblem, navy blue senior knit with school emblem, navy blue jacket with school emblem, Year 12 jacket (for eligible Year 12 students only).

**Headwear:** There is no designated school hat, however we encourage all students to wear an appropriate hat for protection from the sun. For those students who wear a cultural head covering, juniors should wear navy blue and seniors should wear white (where appropriate).

\* Gender diverse options are available by speaking to your Deputy Principal.

\* Note that if a student would like to wear an undershirt, it must be plain white with no logos showing through.

## 5. Procedure when out of uniform – with a note from parent or carer:

5.1 Student to provide a note to the roll call teacher that includes the following information:

- i. Student full name
- ii. Student roll call
- iii. Date that student will be out of uniform (this must not exceed 5 school days)
- iv. The item/s of uniform the student is not wearing
- v. Reason the student is out of uniform
- vi. Signature of parent or carer

5.2 The roll call teacher will issue a uniform pass to the student.

5.3 Student to present the uniform pass when requested by a staff member.

5.4 If a student arrives late to school the front office will issue the uniform pass to the student.

5.5 Ongoing out of uniform with a note is not in the spirit of this procedure and will be referred to the Head Teacher Roll Call for resolution.

## **6. Procedure when out of uniform – without a note from parent or carer:**

6.1 If a student attends school out of uniform without following these procedures the roll call teacher will issue a uniform pass to the student and issue a 'reflection time' that the student must attend.

6.2 The student is expected to attend the 'reflection time' where the teacher will outline the correct procedures and offer uniform assistance where appropriate.

6.3 Students who do not attend 'reflection time' with the roll call teacher, will be referred to the Head Teacher for further 'reflection time', under the Student Behaviour Policy. Additionally, students who are out of uniform without a note three (3) times in any term will be referred to the Head Teacher for further follow up.

6.4 Students who do not attend 'reflection time' with the Head Teacher will be referred to the Deputy Principal which may result in disciplinary action aligned to the Student Behaviour Policy and expectations set out in the DoE Behaviour code for students.

6.5 Students who do not wear the appropriate uniform may be excluded from an activity on the grounds of Work Health and Safety. In this instance, the classroom teacher will provide alternative work and/or setting.

6.6 If a student arrives late to school the front office will issue an out of uniform pass to the student and notify the roll call teacher who will issue the 'reflection time'.

## **7. Students changing throughout the school day:**

7.1 Students will wear their full school uniform to school and will change for PDHPE during the timetabled period and then change back into full school uniform. Please see exemptions.

7.2 Students who change out of school uniform throughout the day without permission will be issued a 'reflection time' by the classroom teacher/playground duty teacher. Failure to attend the 'reflection time', see 6.3/6.4

## **8. Inappropriate clothing items**

8.1 When a student is out of uniform, they should wear another item of school uniform in its place. For example, the school PDHPE polo instead of the white school shirt. Students who do not adhere to this requirement may be asked to change into uniform which will be provided by the school. Failure to comply with this requirement may result in disciplinary action.

8.2 Through a schoolwide consultation process hoodies have been banned from school grounds under Work Health and Safety. As such, hoodies are never to be worn on school grounds, under any circumstances. An out of uniform note does not override this. Hoodies will be confiscated immediately and disciplinary action may result.

8.3 Students should not wear any clothing item that displays discriminatory remarks or images, alcohol slogans or images, tobacco slogans or images, drug related slogans or images, swearing or other inappropriate displays.

8.4 School uniform should be worn as it is intended, neatly and in its entirety. Eg. Buttons fastened.

## **9. Excursion/incursion:**

9.1 Students attending excursions/incursions must abide by the 'dress code' requirements specified on the excursion information note.

9.2 Students who attend an excursion/incursion and do not abide by the specific 'dress code' may not be permitted to attend. Any costs associated with the excursion/incursion will not be reimbursed.

## **10. Student Assistant Scheme**

10.1 The school has funds allocated in our Student Assistance Scheme to support families that require uniform assistance. Contact your Deputy Principal for a confidential discussion.

## 11. Implementation of this procedure:

11.1 The EMHS School Uniform Procedure will be available on the school website at [www.elizabeth-h.schools.nsw.gov.au](http://www.elizabeth-h.schools.nsw.gov.au) under 'about our school' – 'rules and policies'.

11.2 Students will be educated on the correct procedures, utilising a number of opportunities such as school assemblies, the Wellbeing and Discipline policy, new student enrolment meetings and Year 7 Induction booklets.

## 12. Review:

12.1 Delegated staff to review the procedure on a three year cycle, or as needed.

12.2 A review of this procedure will occur in 2027.

12.3 This procedure will take effect as of 12/02/24

## 13. Important links:

DoE Behaviour code for students

DoE Student Behaviour Policy

DoE Work Health and Safety Policy

All of these can be found at the following link:

<https://education.nsw.gov.au/policy-library/policy-library-a---z>

Junior Winter



Junior Summer



Senior Winter



Senior Summer



Sport/PDHPE