



Standard Operating Procedures

Focus: **Uniform**

Aims: The purpose of expecting high standards of uniform is to encourage a sense of identity and pride in our school.

To enable staff and students to focus on our core purpose of learning and teaching.

Procedures: There is an absolute expectation that all students will wear school uniform at all times and for all school trips unless the Headteacher has given specific permission not to do so.

All students will be issued with a uniform card at the beginning of each half term.

Students who are not wearing their full school uniform correctly should be asked to amend it, their uniform card requested and a slip completed. This slip should be handed to the appropriate Year Manager as soon as possible.

Non uniform items, e.g hoodies, sweatshirt tops, tracksuit tops and electronic equipment, e.g. mobile phones and music players, if seen, should be confiscated and taken to the school office clearly labelled with the student's name. A uniform card slip should be completed.

Students who do not have correct uniform in period 1, e.g.

- No tie
- Incorrect footwear
- No school bag
- Incorrect skirt or trousers
- Trainer socks

should be sent to the Year Manager who will contact the parent/carer. Students WILL BE sent home to rectify their uniform or collect their bag and then they MUST return to school.

Students who present with lines in their hair should be sent to the appropriate Year Manager. They will be issued with a card for the day. Parents will be contacted and informed that the lines are to be removed before the student arrives at school the following day.



The Radclyffe School

“Working Together for Excellence”



Electronic equipment should not be used in lessons.

Students not wearing the correct footwear for medical reasons must provide a doctor's note

All outdoor wear should be removed at the beginning of a lesson.

Students who fail to abide by the uniform code on three occasions within any half term or who fail to present their uniform card will be placed in a Headteacher's Detention.

When students do not co-operate support should be requested from the school office. This may result in the student spending a period of time in The Focus Room. The incident should be recorded on Behaviour Events by the Subject Teacher/Learning Manager.

Every member of staff must model and enforce high standards with regard to dress, appearance and cleanliness.

Review 2020

