

School Uniform & Appearance Policy

This policy covers Prep School & Senior School

Governors' Committee normally reviewing policy	Curriculum & Welfare
Date policy formally approved by Governors	November 2023
Period of review	1 Year
Last review date	August 2026
Next review date	August 2027

Person responsible for monitoring implementation and effectiveness of the policy	Deputy Head Pastoral
Other relevant policies	Pastoral Policies

Kingsley School Bideford is owned and operated by KSI Schools Group Limited, which is the School's Proprietary Body ("the Proprietor").

Any reference in this policy to the Governors or Governing Body means the School's local body of governors, which operates as a local advisory board on behalf of the Proprietor. The local governing body does not constitute the Proprietary Body of the School.

The Proprietor has ultimate responsibility for ensuring that the School meets its statutory and regulatory obligations and for ensuring that this policy is appropriate, effective and implemented in accordance with those requirements.

The Governors provide local oversight and scrutiny on behalf of the Proprietor and undertake appropriate review and monitoring to satisfy themselves that this policy is being implemented effectively. They advise and make recommendations to the Proprietor and the School's leadership as appropriate.

The core principle that guides everything we do is **Putting Students First**.

INTRODUCTION

At Kingsley School we believe in the importance of high standards of school uniform as a means of encouraging students to feel a sense of pride and purpose. High standards of uniform contribute to the ethos of the school and it is the responsibility of all parents and members of staff to ensure that students are correctly dressed and look smart and formal at all times. Staff should take action by challenging inappropriate, unsuitable or unacceptable appearance if necessary and students who continually breach the rules on school uniform should be referred to their Head of Year or Head of Prep School.

Full details of school uniform are sent to all parents/guardians when their child is admitted to the school. It is available from the school uniform shop, and some items may be purchased elsewhere.

PREP SCHOOL

The basic uniform for Prep School students is as follows. All items are to be purchased from the School Shop or Second-hand Uniform Shop, unless otherwise indicated by an asterisk.

Gender-neutral Uniform

- School blazer
- School V-neck jumper
- School tie if wearing a shirt
- White shirt* or white fitted blouse*
- Knee length skirt **OR** Charcoal grey trousers* **OR** Charcoal grey shorts
(no part of the leg above the knee can be showing),
- Plain black formal, polishable school shoes*
- Grey tights or long grey socks*
- In the summer term children may swap to Summer Dress with White Ankle Socks

Summer Rig (during periods of extreme heat)

- Students may remove their blazers and ties
- A school-branded polo shirt may be worn instead of a shirt.

GENERAL APPEARANCE EXPECTATIONS PREP

Hair

- Students must not colour their hair any unnatural hair-colour, nor cut their hair in any way considered extreme. Students must not cut or colour each others' hair.
- Students with hair that touches the shoulder must be tied back
- All students must have their hair away from their eyes.
- In the case of short hair above the collar, back and sides must be blended with the top, to avoid an extreme 'step' or contrast.

Make-up

- Students may not wear any make up

Nails

- Nails must be cut suitably short so as not to be a risk or hazard to others, nor impeded any practical learning or activity.
- Students may not wear nail varnish.
- Students are not permitted to wear false nails of any sort.

Body Piercing, Tattooing & Jewellery

- Students must not display any piercings (other than in the ears) or tattoos at any time during the school day.
- Students may wear one pair of discreet stud earrings, one in each lower ear lobe only.
- Students may wear one necklace beneath their shirt, one bracelet or wrist band, and one ring. In some sports, activities and lessons, students will be asked to remove any jewellery for safety reasons.
- Smart-watches may not be worn if they work like a phone. All watches must be removed for exams and also during many sports activities.

SENIOR SCHOOL

The basic uniform for Senior School students is as follows. All items are to be purchased from the School Shop or Second-hand Uniform Shop, unless otherwise indicated by an asterisk.

Gender-neutral uniform

- School blazer
- School V-neck jumper
- School tie if wearing a shirt
- White shirt* or white fitted blouse*
- Knee length skirt **OR** Charcoal grey trousers* **OR** Charcoal grey shorts
(no part of the leg above the knee can be showing),
- Plain black formal, polishable school shoes*
- Black tights* (at least 60 denier) or white ankle socks* (not trainer socks and with no brandmark or logo showing) if worn with a skirt
- Grey socks* (not trainer socks and with no brandmark or logo showing) if worn with short or long trousers.

Summer Rig (during periods of extreme heat)

- Students may remove their blazers and ties.
- A school-branded polo shirt may be worn instead of a shirt.

GENERAL APPEARANCE EXPECTATIONS Y7-13

Hair

- All students must have their hair away from their eyes.
- Students may wear their hair down. In sports and some activities / lessons (e.g. science experiments, cooking etc) students will be asked to tie back all of their hair for safety reasons, or wear a hair net.
- Students must not colour their hair any unnatural hair-colour, nor cut their hair in any way considered extreme. Students must not cut or colour each others' hair.
- Hair must not have any lines or motifs or patterns shaved into it.
- In the case of short hair above the collar, back and sides must be blended with the top, to avoid an extreme 'step' or contrast.
- All facial hair must be neatly-trimmed at all times in a professionally presentable fashion.

Heads of Year will rule on what is deemed acceptable.

Make-up

- Students may apply subtle tones of natural skin colours. Heads of Year or the Deputy Head Pastoral will rule on what is deemed acceptable.

Body Piercing, Tattooing & Jewellery

- Students must not display any piercings (other than in the ears) or tattoos at any time during the school day.
- Students in Years 7-11 may wear one pair of discreet stud earrings, one in each lower ear lobe only.
- Students in the Sixth Form may wear multiple earrings provided they befit a professional working appearance. The Head of Sixth Form or the Deputy Head Pastoral will rule on what is deemed acceptable.
- Students may wear one necklace beneath their shirt, one bracelet or wrist band, and one ring. In some sports, activities and lessons, students will be asked to remove any jewellery for safety reasons.
- Smart-watches may not be worn if they work like a phone. All watches must be removed for exams and also during many sports activities.

Nails

- Nails must be cut suitably short so as not to be a risk or hazard to others, nor impeded any practical learning or activity.
- Students may wear nail varnish but must not paint their nails using any colour.
- Students are not permitted to wear false nails of any sort.

Enforcing Expectations

- It is incumbent on all staff to challenge any infringements of this policy.
- Where a member of staff does not feel they can directly challenge a student's dress, they may refer the matter instead to the student's Head of Year
- Students infringing this policy may lose privileges, freetime or be issued with a school detention.
- Students whose uniform or appearance is not deemed acceptable may not be allowed to attend school trips or represent the school until such time that their appearance has been rectified.
- Parents will be alerted through the portal when their child has been challenged on their uniform and appearance and are asked to support the school at home on such matters.

EXPECTATIONS IN BOTH PREP AND SENIOR SCHOOLS

Labelling

All items of school uniform, including sports kit must be labelled with the student's name.

Uniform Guidelines

- Students must wear school uniform at all times during the school day between 8.00am and 5.00pm, unless in sports kit for a physical activity.
- Students may choose to wear a shirt and tie OR a fitted blouse without a tie.
- **Ties** should reach just above the waistband.
- **Shirts** must be tucked in, not "folded" or hanging out and must be fastened at all times at the collar and cuffs, when wearing a tie. Please ensure your child's shirt is long enough to tuck into the waistband of skirts/trousers.
- **Blouses** can be untucked provided they are 'fitted' and the length is only just below the skirt/trousers waistband.
- In hot weather, long **shirt** sleeves may be folded neatly at the elbow. Short sleeved shirts are permitted.
- **Skirts** must be of an acceptable length at all times. Students will be asked to replace any ill-fitting skirts. **For guidance, skirts must be on or slightly above the knee, with no part of the upper leg or thigh showing.**
- **Long trousers** must be charcoal-coloured and not tapered, and must reach the ankle. A black belt only is permitted.
- **Socks** must be grey unbranded socks in the Prep School. In the Senior School socks must be white, unbranded, ankle socks if worn with a skirt, or grey if worn with short or long trousers. Trainer socks are not permitted.
- **Tights** may be worn with a skirt in the senior school, but must be black and at least 60 denier, not ripped nor laddered.
- **Shoes** should be robust, plain and formal school shoes, of matt black polishable leather with no visible branding. "Ballet" style shoes or "pumps" are not allowed. Black laces only are permitted. Boots / shoes above the ankle are not permitted.
- **Blazers** must be worn at all times. Students can ask to remove them during lessons if they are warm. Students may wear the purple v-neck school jumper if they are cold. This cannot be worn in place of the blazer.
- **Dark coats** without a prominent logo may be worn in cold weather.

Sixth Form Students only

- Formal dress is to be worn during the school day (or school-branded sports kit for sport). All Sixth Form students are required to dress smartly as if they were working in a formal office environment.
- Students must wear either;
 - smart trousers, shirt or blouse, and jacket combination, or
 - a dress and jacket combination, or
 - a skirt, shirt or blouse, and jacket combination, or
 - smart shorts, shirt or blouse, and jacket combination.
- Skirts and dresses must be of an appropriate and decent length. The Head of Sixth form or Deputy Head Pastoral will rule on what is deemed acceptable.
- Students wearing a shirt are expected to wear a tie.
- **Shirts** must be tucked in, not “folded” or hanging out and must be fastened at all times at the collar and cuffs, when wearing a tie. Please ensure your child’s shirt is long enough to tuck into the waistband of skirts/trousers.
- **Blouses** can be untucked provided they are ‘fitted’ and the length is only just below the skirt/trousers waistband.
- Students’ shoulders must be covered at all times.
- **Jackets** must be worn at all times. Students can ask to remove them during lessons if they are warm. Students may wear a dark v-neck jumper if they are cold. This cannot be worn in place of a jacket.
- Smart, business-style shoes must be worn (not trainers, sports shoes etc). Heels must be no higher than 1 inch from the bottom of the sole.
- Dark coats without a prominent logo may be worn in cold weather.
- Students may wear jewellery that is discreet and befitting a professional appearance. A senior member of staff will rule on what is deemed acceptable. Equally make-up and nail varnish must befit a professional appearance.
- After sports or activities, students must put on tracksuit bottoms immediately after the activity.
- Sixth Form students must have school branded PE kit for games lessons.
- Sixth Form students must wear identification lanyards.

SPORTS & OUTDOOR EDUCATION KIT

Branded polo shirt

Branded shorts (note branded skorts are an optional alternative but must be appropriate size)

Branded specific competitive kit for individual sports (eg rugby shirt, athletic vest, netball dress, gymnastics leotard, judo gi)

Branded leggings and/or tracksuit trousers

Branded base layer

Branded half-zipped top (when available)

Optional purple hoody

White socks

Branded long socks for football/rugby

Gum guard

Shin guards

Waterproof trousers

Waterproof jacket

Sports trainers – not fashion trainers and must not have black soles

Studded boots for 3G pitch – plastic moulded round studs, not blades or metal studs

Walking boots

Optional scrum hat

Optional grippy gloves (for netball)

Optional extras for surfing – gloves, boots & hood (wetsuits will be provided)

Optional branded swim hats (prep)

Swimming costume (prep)

PE and sports kit must not be worn to lessons or lunch unless express permission has been given by a member of staff. In all cases, tracksuit bottoms or leggings must be worn. If wearing a hoody it must be the PE kit uniform purple hoody not academy/trip hoodies of various colours.

Sports staff or staff taking a team are responsible for ensuring that correct PE kit is worn by all students.

K Venner
Deputy Head Pastoral