



**St John the Apostle**  
**CATHOLIC PRIMARY SCHOOL, TARNEIT WEST**

# SCHOOL UNIFORM POLICY

January, 2015

ST JOHN THE APOSTLE  
CATHOLIC PRIMARY  
SCHOOL

54 – 76 Kingbird Ave, Tarneit  
West

Principal  
Mr. Simon Dundon

# Uniform Policy

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## Rationale

Appropriate presentation and dress codes are viewed by St John the Apostle Catholic Primary School as being an important social skill. The school uniform has been formulated by a sub-committee and ratified by the school steering committee to provide school families with an affordable dress code which is well suited to a contemporary learning environment and complies with Workplace and Health and Safety Guidelines.

## Aims:

- To provide a consistent standard of dress throughout the school so that students can be identified as part of the St John the Apostle community.
- To develop within children a sense of pride in belonging to the St John the Apostle school community.
- To promote the Catholic Identity of the school by using the school logo on school garments.
- To provide students with a suitable dress code which caters for a variety of learning modes, including physical education, visual arts and outdoor education.

## Implementation

The St. John the Apostle school uniform is made up of a summer and winter uniform as well as a sports uniform.

### Summer Uniform

This uniform is to be worn over Term 1 and 4 and includes a compulsory school sun hat. Students can elect to wear this uniform over April and September on days of warmer weather.

### Winter Uniform

This uniform is to be worn over Term 3 and 4. From April 30th to August 31st all students must be in full winter uniform each school day.

### Sports Uniform

This uniform is worn twice a week on timetabled physical education days (Tuesday and Thursday in 2015). This allows the school to reschedule physical education classes if weather conditions prove unfavorable on the first timetabled day. The sports uniform may also be worn on days communicated by the principal through the school newsletter.

## Outline of the Uniform

| <u>Girls Summer</u>  | <u>Boys Summer</u>  |
|--|---|
| <ul style="list-style-type: none"> <li>• <b>Summer Dress</b> with adjustable waste.</li> <li>• <b>Choice of Cardigan, Vest or Jumper</b> (Must have 1 of the 3)</li> <li>• <b>Plain White Socks</b></li> <li>• <b>School Sun Hat</b> (With Logo)</li> <li>• <b>School Bag</b> (with Logo)</li> <li>• <b>Plain Navy Raincoat</b> – Must be able to be stored in school bag. (Does not need to be from Rushfords)</li> <li>• <b>Art smock</b> (Does not need to be from Rushfords)</li> <li>• <b>Black School Shoes</b></li> </ul>   | <ul style="list-style-type: none"> <li>• <b>Grey Shorts</b></li> <li>• <b>Choice of Cardigan, Vest or Jumper</b> (Must have 1 of the 3)</li> <li>• <b>Unisex shirt</b> with Logo (Short or long sleeve)</li> <li>• <b>Grey socks</b></li> <li>• <b>School Sun Hat</b> (With Logo)</li> <li>• <b>School Bag</b> (with Logo)</li> <li>• <b>Plain Navy Raincoat</b> – Must be able to be stored in school bag. (Does not need to be from Rushfords)</li> <li>• <b>Art smock</b> (Does not need to be from Rushfords)</li> <li>• <b>Black School Shoes</b></li> </ul> |
| <u>Girls Winter</u>  | <u>Boys Winter</u>  |
| <ul style="list-style-type: none"> <li>• <b>Winter Tunic</b> (Bib is detachable for Year 5/6 students only)</li> </ul> <p style="text-align: center;">Or</p> <p><b>Unisex Grey Pants</b> (Girls Tailored pants are optional)</p> <ul style="list-style-type: none"> <li>• <b>Unisex White Shirt</b> with Logo (Short or Long Sleeve.) (Can be a girls shirt style for Year 5/6 only with written permission from the principal)</li> <li>• <b>Choice of Cardigan, Vest or Jumper</b> (Must have 1 of the 3)</li> <li>• <b>White socks or Navy Tights</b> (Tights are optional)</li> <li>• <b>School Bag</b> (with Logo)</li> <li>• <b>Plain Navy Raincoat</b> – Must be able to be stored in school bag. (Does not need to be from Rushfords)</li> <li>• <b>Art smock</b> (Does not need to be from Rushfords)</li> <li>• <b>Black School Shoes</b></li> </ul> | <ul style="list-style-type: none"> <li>• <b>Unisex shirt</b> with Logo (Short or long sleeve)</li> <li>• <b>Long Grey Pants</b></li> <li>• <b>Choice of Cardigan, Vest or Jumper</b> (Must have 1 of the 3)</li> <li>• <b>Grey socks</b></li> <li>• <b>School Bag</b> (with Logo)</li> <li>• <b>Plain Navy Raincoat</b> – Must be able to be stored in school bag. (Does not need to be from Rushfords)</li> <li>• <b>Art smock</b> (Does not need to be from Rushfords)</li> <li>• <b>Black School Shoes</b></li> </ul>  |

| <b>Sport Uniform (Girls)</b>   | <b>Sport Uniform (Boys)</b>  |
|--|--|
| <ul style="list-style-type: none"> <li>• <b>Sports Shorts</b> with Logo (Breathable cool mesh)</li> <li>• <b>Sports Shirt</b> with Logo (Breathable cool mesh)</li> <li>• <b>Softshell Jacket</b> (with Logo)</li> <li>• <b>Plain white sports socks</b></li> <li>• <b>Running Shoes</b></li> <li>• <b>School Sun Hat</b> (With Logo) During Term 1 and 4 only)</li> </ul> <p><u>Please Note:</u> Netball skirts and "Skorts" are not permitted.</p> | <ul style="list-style-type: none"> <li>• <b>Sports Shorts</b> with Logo (Breathable cool mesh)</li> <li>• <b>Sports Shirt</b> with Logo (Breathable cool mesh)</li> <li>• <b>Softshell Jacket</b> (with Logo)</li> <li>• <b>Plain white sports socks</b></li> <li>• <b>Running Shoes</b></li> <li>• <b>School Sun Hat</b> (With Logo) During Term 1 and 4 only)</li> </ul> |
| <b>Optional Items</b>  |  |
| (These do not have to be from Rushfords)   |  |
| <ul style="list-style-type: none"> <li>• <b>Plain Long Navy Track Pants.</b> (Track Pants with stripes, sports logos or cargo pockets are not acceptable)</li> <li>• <b>Plain Navy Raincoat</b> – Must be able to be stored in the school bag.</li> <li>• <b>Navy Scarf, Beanie &amp; Gloves</b></li> <li>• <b>Navy or Black Children's Sunglasses</b> Check the swing tag to ensure they meet the Australian Standard AS/NZS1067:2003</li> </ul>    |  |

## Uniform Guidelines

### Rushfords vs Generic Brands

All uniform garments and accessories must be the official garment as supplied by Rushfords Schoolwear, Shop 3-5, 28 Watton Arcade, Watton St, Werribee. The following items can be generic brands:

- **Plain Long Navy Track Pants.** (Track Pants with stripes, sports logos or cargo pocket styles are not acceptable)
- **Plain Navy Raincoat** – Must be able to be stored in the school bag.
- **Navy Scarf, Beanie & Gloves**
- **Art Smock**

### Garment Required at School Each Day

Each day all students must have in their school bag the following items in the case that they are required:

- Plain Navy Raincoat
- Art Smock
- School Sun Hat

### Storage of Uniform Items

Students have been provided with a storage locker for all personal items including uniform items such as jumpers, coats, hats, art smock and school bag. If not being used or worn these items must be stored in this locker. Students are not permitted to:

- Remove jumpers, coats and hats and put them on chairs or tables.
- Remove jumpers, coats and hats whilst on the playground. (Students must make the choice to remove the garment before they go out to play.)
- Access learning areas to get garments from lockers over playtimes. (Students must make the choice to put on their garment before leaving the building.)

### Naming of Garments

It is expected that all school uniform garments and accessories are clearly named. The school reserves the right to name garments if this expectation is not adhered to.

### Lost Garments

The school has no lost property department. Lost uniform items should be reported immediately to the school office. The school will endeavour to locate the lost item that day. Clear naming of all uniform items assists us in this process.

### Uniform Item Exemptions

In extreme cases, the principal may grant a temporary exemption from wearing specific uniform items. Such exemptions are only granted after parent communication with the principal and are verified by a written letter from the principal stipulating the conditions of the exemption. Students are expected to have this written exemption with them each day during the exemption period.

### Spare Replacement Uniforms

In cases where students require a change of uniform whilst at school, a replacement garment will be issued to the student on loan. This garment will be accompanied with a letter outlining the conditions and time frame of the loan. Loaned garments should be returned to the office washed and folded.

### Bike Helmets

Students riding or scooters to and from school must wear a securely fitted bicycle helmet. These students are exempt from wearing the school sun hat whilst in transit to and from school over summer uniform periods.

### School Sun Hats

School Sun Hats are part of the full summer uniform and are expected to be worn by children walking to and from school during Terms 1 and 4.

### Beanies, Gloves and Scarves

These items are optional items only and should be worn only on days of extreme cold. They must be navy in colour with no branding logos. Fingerless gloves are not acceptable. Beanies, gloves and neck scarves cannot be worn by students when indoors. For student safety, neck scarves are not permitted on the playground.

## Sunglasses

Sunglasses are permitted during times of summer uniform only. They are not to be worn indoors. Sunglasses should be navy or black in colour and should meet Australian standards for safety and sun protection. (Check the swing tag to ensure they meet the Australian Standard AS/NZS1067:2003)

## Head Scarves

In some cases students from various religious backgrounds may elect to wear headscarves. This is permitted providing students adhere to the guidelines suggested for Sunsmart Schools and the scarf colour is consistent with the school uniform colours.

Students wearing headscarves therefore must...

- Wear the official school sunhat over their head scarf when outdoors over Term 1 and 4. (e.g. Recess, lunchtime and Physical Education classes)
- Wear a headscarf which is navy blue, black or white. (A blue which is matching the blue of the woollen jumper is also permitted)

## Notification of Incorrect Uniform

### Parents to the School

In rare cases where a student is unable to wear the full school uniform, written notification is required by a parent or carer. This notification should outline to the school the following:

1. The part of the uniform which the child is unable to wear.
2. The reason the child is unable to wear the specified uniform garment.
3. The date as to when the uniform will be rectified. (No longer than 1 week from the date of the initial notification) Any extension to this time frame must be granted by the school principal after a phone call discussion or meeting.


This note should be given to the school office where it will stamped, copied and given back to the student. The student should have this letter with them during the duration of the exemption. This is to ensure fair treatment of students who have been granted uniform exemptions and to assist teachers in making fair and reasonable decisions in enforcing uniform expectations.

### The School to the Parents

In rare cases where a student is not meeting uniform expectations, the school will follow the process below:

1. Gently remind the student of the expectation and ensure that they understand the part of the uniform which is not permitted.
2. If after this reminder, the student fails to rectify the uniform they will receive a "Uniform Notification Slip" which is to be signed by a carer or parent and returned to the school the following day.
3. Following this, In the event of the uniform breach not being rectified, the school will contact the parent to discuss the next course of action appropriate for each individual case.

## Uniform Notification Slip

|  |                                    |
|--|------------------------------------|
|  <p>St John the Apostle<br/>CATHOLIC PRIMARY SCHOOL, SARNEY WEST</p>  | <h1>Uniform Notification Slip</h1> |
| Student's Name:<br>Year Level:<br>Uniform Component<br>Requiring Attention:  | Date:                              |
| <p>This is a gentle reminder that recently your child's uniform has not met the standards outlined in our school uniform policy. We understand that on occasion uniform expectations may not be able to be met for a number of reasons. So we can rectify this issue fairly, we ask that you complete the form below and return it to the school office. Thank you for supporting the high expectations we have on the presentation of our students.</p> |                                    |
| Student Name: _____  |                                    |
| <p>Please excuse my child being unable to meet the school's uniform expectations. We will ensure that we have rectified this situation by _____ (Insert Date no longer than 1 week from the notification).</p>   |                                    |
| Signed: _____ (Parent)   |                                    |
| Date: _____  |                                    |
| <p><b><i>(Students should return this form to the school office where it will be stamped, copied and filed. The original will be given back to the student to keep with them for the duration of the uniform exemption)</i></b></p>  |                                    |

### Evaluation

All policies are revisited annually and reviewed as part of the school Improvement process.