

Uniform Policy



St John the Apostle is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools (MACS).

Purpose

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 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.

Aim

The aims of this policy are as follows:

- 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 uniform consists of a multipurpose wardrobe whereby parents may choose a combination of any items that are worn every day for school regardless of whether students have Physical Education classes, Bike Education sessions, etc. It also allows students to engage in P.E., dance, Bike Ed. and other activities comfortably and reduces the impact of timetable changes on families. The uniform also considerably minimizes the financial burden on families.

All uniform garments and accessories must be the official garment as supplied by Rushfords Schoolwear, Shop 3-5, 28 Watton Arcade, Watton St, Werribee.

Outline of the Uniform

Uniform Items	
<ul style="list-style-type: none">● Dress - with logo● Skort - navy with logo● Shorts sports stretch microfibre with logo● Shorts navy with drawstring● Pants straight leg stretch with logo● Track pants with logo● Pants navy drawstring with logo● Polo short sleeve with logo● Polo long sleeve with logo● Crew t-shirt long sleeve with logo● Quarter zip top with logo	<ul style="list-style-type: none">● Vest thermal sleeve with logo● Softshell jacket with logo● Thick jacket navy with logo● Tights navy● Plain white socks or Navy socks● Bucket hat with logo● School backpack with logo● Black or white runners● Rain jacket navy with logo● Navy Scarf, Beanie & Gloves with logo

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.)

Labelling 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 a small lost property tub in the Administration Office. Items that are handed in to lost property and have a clear label will be returned immediately to the owner. Students who have lost a uniform item should report 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 school uniform and are expected to be worn by children walking to and from school during Terms 1 and 4, as well as during play times, Physical Education classes and Bike Ed sessions.

Beanies, Gloves and Scarves

These items are **optional** and should be worn only on days of extreme cold. They must be the official St John the Apostle items with the school logo. 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 Terms 1 and 4 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.

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.

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:

- The part of the uniform which the child is unable to wear.
- The reason the child is unable to wear the specified uniform garment.
- 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 letter will be stored at the school office.

The School to the Parents

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

- Gently remind the student of the expectation and ensure that they understand the part of the uniform which is not permitted.
- 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.
- 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

Student's Name: _____
Year Level: _____

Date: _____

Uniform Item Requiring Attention:

- Incorrect footwear
- Non official St John the Apostle garment
- No Hat
- Incorrect school bag

Other: _____

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.

Student Name: _____

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).

Signed: _____ (Parent)

Date: _____

(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)