

UNIFORM - STUDENT DRESS CODE POLICY



*Charles La Trobe College takes a zero-tolerance approach to child abuse and is fully committed to ensuring that its strategies, policies, procedures and practices meet all **Child Safety Standards as specified in Ministerial Order No. 870 (2015)***

RATIONALE

School Councils have the authority to develop and approve dress codes for their students. The development of, or amendment to, a dress code is the responsibility of the School Council in consultation with its school community.

School Council should ensure that:

- the code reflects the values of the school community
- there is a balance between the rights of individual students and the best interests of the whole school community
- deciding annually if amendments or a full review of the dress code are required.

The dress code purposes should be clearly identified. These purposes may include promoting:

- a sense of identity and pride
- cohesion and good order in the school
- allowing all students to feel equal
- preventing bullying and competition on the basis of clothing
- ensuring student's appearance reflects the expectations of their school community
- enhancing the profile and identity of the school and its students within the wider community
- strengthening the spirit of community within the school
- enhancing individual student's safety and group security
- ensuring all students are dressed safely and appropriately for school activities

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- encouraging students to develop pride in their appearance
- encouraging students to present themselves appropriately for a particular roll.

Schools work with their school communities in developing, reviewing, implementing and enforcing dress codes.

All dress codes must comply with human rights and anti-discrimination legislation by:

- treating students equally
- not treating students differently because of personal characteristics
- upholding human rights requirements.

Schools also work with the State Schools' Relief to support students in need as well as supporting their fundraising activities.

School Councils should document their dress code consultation and development process as evidence that they have consulted with their school community. The School Council's dress code policies may be required as evidence or used by bodies such as Ombudsman Victoria in resolving disputes.

Schools must:

- communicate their dress code to the school community
- assist families having difficulties with uniform costs
- ensure that measures used to enforce the dress code are consistent with the Student Engagement and Inclusion Guidance and the school's Student Engagement policy see: Department resources on the website below.

The School Council must be able to demonstrate to its school community that it has considered the cost implications of its selected school uniform and taken into account the ability of its parent/carer population to afford it.

Schools may choose to include appropriate measures to enforce their dress code in their student engagement policy. The Student Engagement Guidelines support schools to create a positive school culture, clearly articulating school-wide expectations and consistent processes to address areas of concern in a staged manner.

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PURPOSE

- To ensure Charles La Trobe College complies with the *Education and Training Reform Act 2006*, Section 16(1)(c) - Education and Training Regulations 2007 and Section 40 - Victorian *Equal Opportunity Act 1995*.
- To ensure the school develops, implements, reviews and enforces its dress code appropriately.
- To promote equality amongst all students.
- To further develop a sense of pride in, and identification with the school.
- To provide durable clothing that is cost effective and practical for our school environment.
- To maintain and enhance the positive image of the school in the community.

DEFINITION

A dress code is a written statement of School Council expectations regarding the appearance of students during school hours, while travelling to and from school and when engaged in school activities out of school hours.

It may:

- Define standards for the general presentation of students
- set out broad guidelines about student appearance
- require students to wear a school uniform
- define specifications for garment design and colour

IMPLEMENTATION

The School Council will carefully consider the forms of consultation that will be undertaken in developing or reviewing a dress code. For example consultation could include:

- letters to parents and carers

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- surveys
- information in newsletters
- public meetings
- student meetings
- focus groups
- information on the school website.

The student dress code, including any changes in dress requirements will be:

- communicated widely throughout the school community
- provided to all prospective students and parents and carers prior to enrolment at the school
- translated into community languages, if required
- communicated via a translator, if required, for example at an information night.

Important: The school will ensure that students and parents and carers are aware that they can apply to the Principal for an exemption to the dress code.

- The uniform takes into account among other factors the cost, quality of items, reliability of supply/supplier, re-use or recycling of items.
- The uniform will be reviewed annually to ensure the code reflects the values of the community and that there is a balance between rights of individual students and the whole school community.

As the dress code takes precedence over a student's individual preferences the School Council will consider if the dress code:

- is compatible with state and federal human rights and anti-discrimination legislation (see: Human Rights and Anti-discrimination Requirements within Related policies)
- ensures that any gender specific requirements accord with school community standards and anti-discrimination legislation

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- clearly outlines the rights and responsibilities of parents/carers, students and the school
- is respectful of the cultural norms of the school community
- is reasonable by contemporary standards and avoids unnecessarily intruding on student's rights in matters of personal appearance
- allows for individual expression through alternatives within overall garment requirements
- is suitable to the role of students and the tasks and functions they perform
- takes into account health and safety issues
- allows students to dress comfortably in all weather conditions
- provides clothing for sports or physical education that is practical and that all students will feel comfortable wearing
- supports informal or incidental physical activity such as lunchtime sport, walking or cycling to school
- is communicated clearly to students, parents/carers prior to enrolment, providing a basis of assent
- requirements can be met by all students and parents/carers - the range and cost of garments should reflect the capacity of families to provide them
- is supported by strategies to assist families who may have difficulty meeting uniform costs and this information is communicated to the school community
- outlines the dress code complaints/concerns process
- outlines the consultation and decision-making processes for reviews and amendments
- will be reviewed if circumstances change significantly.

The Council acknowledges that some students may wish to observe a particular religious or cultural requirement whilst also complying with the dress code.

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- Parents/carers seeking exemptions to the dress code due to religious beliefs, ethnic or cultural background, student disability or health condition must approach the Principal for exemption.
- If the exemption is not granted, reasons will be provided in writing.
- The Principal will keep a written record of all the decisions made and the reasons provided, in case a decision is questioned.

The College will communicate its dress code to new families on enrolment.

The uniform is available from **Dobsons, 667 Glenferrie Road, Hawthorn 3122 Phone: 9819 1122. There is a Uniform Shop at the La Trobe Campus.**

The College will investigate options for supporting families who may have difficulty meeting the cost of uniform items.

- The school will include information about support options or strategies in their dress code and ensure this information is communicated to the school community.
- Families having difficulties with uniform costs will be assisted. Parents/carers should approach the nominated Contact Person as per the Parent Payments Policy.
- Arrangements can be made to supply uniforms via State Schools Relief for families experiencing economic hardship. State Schools Relief is a vastly over-stretched resource and any access of this service must be approved by the Principal. In order to utilise the online application portal, the school will first register on 8769-8400.

Generally students WILL NOT be excluded from activities or sent home for breaches of the dress code. However, when all other measures have had no success, a student may be excluded from excursions or interschool sport. Issues of safety may also lead to exclusion.

In extreme circumstances, students may be excluded from school (suspension/suspension) but only in accordance the obligations outlined under Ministerial Order 625, see: Student Engagement and Inclusion Guidance - Disciplinary Measures

Parents/carers can raise specific complaints about the dress code and/or suggest desired dress code changes to the College Council for consideration in the next review of the code.

The Uniform/Dress Code applies during school hours, while travelling to and from school, and when students are on school excursions.

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Please refer also to the *Sun & UV Protection [SunSmart] Policy*, the *Anti-Discrimination Policy*, the *Head Lice Management Policy*, *Parent Payments Policy*, *Support for Families Experiencing Hardship Policy* and the *Complaints, Parents Policy*.

EVALUATION

This policy will be reviewed annually or if guidelines change (latest DET update May 2019).

RATIFICATION

This policy was ratified by the College Council on 15th February, 2018

This policy was re-ratified on 15th August, 2019.

References:

www.education.vic.gov.au/school/principals/spag/Management/Pages/dresscode.aspx

COLLEGE SPECIFIC PROCEDURES

The purpose of the College Uniform Policy (dress code) is to:

- promote a sense of identity and pride in the College
- contribute to cohesion and good order in the school
- allow all students to feel equal
- prevent bullying and competition on the basis of clothing
- ensure students' appearance reflects the expectations of the College community
- enhance the profile and identity of the College and our students within the wider community
- strengthen the spirit of community within the College
- enhance individual student safety and group security

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- ensure all students are dressed safely and appropriately for College activities
- encourage students to develop pride in their appearance
- prepare students for the expectations of workplaces
- encourage students to present themselves appropriately for a particular.

RATIONALE

DET Policy states that all school dress codes must meet:

- human rights and anti-discrimination requirements
- include an exemption process
- accommodate health and safety considerations
- outline requirements relating to uniform supply arrangements.

Schools are required to work with the State Schools' Relief to support students in need as well as supporting their fundraising activities.

Aim

The aim of the Uniform Policy is to:

- meet the requirement of consultation with the school community in regard to College uniform
- enable the school council to discharge their duty to develop and review the College dress code
- support the College community implement the dress code and expectations in regard to uniform
- communicate the rationale for the Policy.

IMPLEMENTATION

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The College community is committed to implementing the agreed College Policy.

- All students are to wear College uniform.
- Uniform must be worn to the College, including on the journeys to and from the College.
- A high standard of neatness and cleanliness is required.
- In the first 3 weeks of Term 2 either the summer or winter uniform is allowed.
- From Week 4 of Term 2 only the winter uniform is allowed.

Girls' Summer Uniform to be worn Term 1, Term 2 weeks 1-3 and Term 4

Blazer	Black with CLTC logo on breast pocket, optional in Years 7-12
Dress	Grey checked material with CLTC logo, long and knee length options
Socks	White
Tights	White (no leggings)
Shoes	Black leather school shoes (see note below)
Pullover	(Wool or cotton) Charcoal embroidered with school logo
School Bag	Black with emblem

Girls' Winter Uniform to be worn from Term 2 to end Term 3

Blazer	Black gabardine with CLTC logo on breast pocket, optional in Years 7-12
Skirt	Grey herringbone, long and knee length options
Pinafore	Grey check for Prep – 4
Trousers	Charcoal CLTC endorsed tailored trousers (stretch material, jeans, hipsters, split, cut or ripped trouser legs are NOT allowed)

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Tie	Charles La Trobe striped logo tie (optional)
Shirt	Long Sleeve business style shirt with CLTC logo
Pullover	(Wool or cotton) Charcoal embroidered with school logo
Tights	Black (no leggings)
Socks	Black
Shoes	Black leather school shoes (see note below)
Shell Jacket	Black with CLTC logo
School Bag	Black with emblem

Boys' Summer Uniform to be worn Term 1, Term 2 weeks 1-3 and Term 4

Blazer	Black gabardine with CLTC logo on breast pocket, optional in Years 7-12
Shorts/Trousers	Charcoal CLTC endorsed tailored shorts or trousers (stretch material, jeans, hipsters, split, cut or ripped trouser legs are NOT allowed)
Shirt	Short Sleeve white shirt with CLTC logo
Tie	Charles La Trobe striped logo tie (optional)
Pullover	(Wool or cotton) Charcoal embroidered with school logo
Shell Jacket	Black with CLTC logo
Socks	Grey marle ankle, knee high socks or white ankle socks
Shoes	Black leather school shoes (see note below)

Boys' Winter Uniform to be worn from Term 2 to end Term 3

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Blazer	Black gabardine with CLTC logo on breast pocket, optional in Years 7-12
Shorts/Trousers	Charcoal CLTC endorsed tailored shorts or trousers (stretch material, jeans, hipsters, split, cut or ripped trouser legs are NOT allowed)
Tie	Charles La Trobe striped logo tie (optional)
Shirt	Long Sleeve business style shirt with CLTC logo
Pullover	(Wool or cotton) Charcoal embroidered with school logo
Shell Jacket	Black with CLTC logo
Socks	Black ankle socks or grey marle socks
Shoes	Black leather school shoes (see note below)

Sport / PE Girls and Boys

Shell jacket	Black with trim and emblem
Track pants	Black with trim and emblem
Shorts	Black with trim and emblem
Polo Shirt	Gold with emblem PRIMARY. Black with emblem (polo long or short sleeve) SECONDARY
Socks	White ankle socks
Sport Shoes	Sport shoes predominately white or black no extreme colours

Shoes Students **must wear** black leather (not suede) school shoes with flat heels or T-bar school sandals. No boots, runners, blundstones or fashion high heels are permitted. Shoes must be leather, not suede, canvas etc., and must be plain black with no other colours.

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School Bag Black with emblem

Hats The only hats allowed in the school are CLTC logo sun smart hats or caps

Winter Scarves Only plain black winter scarves may be worn around the neck.

Dress and General Appearance Code

- Hair must be well groomed. Hairstyles or colours should not be extreme, with only natural colours permitted.
- Minimal make-up is to be worn whilst in school uniform.
- If nail polish is worn to school, it must be clear.

Jewellery

- Studs or sleepers may only be worn in ears (earrings are not permitted).
- A watch may be worn.

The PE top - black with emblem (polo long or short sleeve) SECONDARY may be worn in place of the white shirt with trousers/shorts for boys and girls who wish to play PE at break times.

Head coverings may be worn where it is a **religious requirement**. Only all black or all white hijabs and scarves are permitted at school. A summer dress version which is mid- calf length with long sleeves is allowed. The winter skirt may be worn to the ankle. Charles La Trobe College respects the diverse religious beliefs of members of its community. Modest exceptions are made to the uniform code to allow students to observe the requirements of the religions to which they belong (and not for personal adornment). If there is a medical condition which precludes the wearing of the uniform parents should contact the campus principal to discuss the issue.

Please Note: All articles of clothing **MUST BE NAMED**.