



Uniform Policy



Purpose :

- The purpose of this policy is to set out the basis for the dress code including responsibility, supply and communications.
- The purpose of the dress code is to:
 - ensure our students develop and maintain a strong sense of identity and pride as a member of the Auburn South Primary School community.
 - provide ease of identification, particularly when students are on excursions.
 - enhance the positive image of the school in the community.
 - provide a uniform which is practical, cost effective, high quality and durable and is easy to wear and maintain and suitable for school activities.
 - promote equality amongst students and avoid competition

Policy:

Responsibility

- The School Council has responsibility¹ for developing and communicating the dress code in consultation with the school community to ensure the code reflects community values and the rights of the individual student are taken into account. Consultation may take many forms, including surveys, meetings, or student feedback. The Education Dept Policy provides guidance around consultation and review².
- Council will keep the uniform requirements to a minimum with cross-functional uses, seasonal considerations and unisex options. Any gender specific requirements must accord with state and federal anti-discrimination legislation.
- Council will decide annually in the first council meeting of term 4 if amendment or a full review of the dress code is required. If so, it will be conducted in term 4 for implementation and communication by the start of the next school year.
- The School Council has the responsibility to ensure that the school's uniform shop is run in accordance with the DET management of School Trading operations guidelines³.

Communication

- Following annual review of the dress code by school council, the dress code, uniform items and cost will be published in the school newsletter at the start of each year (and sent out with enrolment pack). Complaint and exemption processes, and support options will also be communicated to the school community.⁴
- Parents seeking exemptions from the dress code due to religious beliefs, ethnic or cultural background, or health condition must apply in writing to the school council for exemption.
- This Policy will be available on the school website.

Dress Code

- It is compulsory for all students from Prep to Year 6 to wear school uniform as approved by school council and communicated to the school community.
- The school uniform must be worn during school hours, when attending before and after school care and to all external activities, such as sports and excursions.
- No other fashion garment is permitted to be worn in conjunction with the school uniform.
- Parents should consider providing their child with well-fitted, supportive, closed-toed black school shoes for everyday wear. Prep parents should also consider shoes with velcro straps for ease of use. Running shoes may be worn.
- Students are encouraged to wear sports shoes for physical education and sporting activities.
- The wide-brimmed school hat must be worn in Terms 1 and 4 (October to April). **No hat, no play. See SunSmart Policy.**
- When representing Auburn South Primary School at activities outside of school, correct sports uniform according to the particular sport is essential. Requirements are communicated to individuals concerned well in

¹ Education and Training Reform Act 2006

² www.education.vic.gov.au School Policy Advisory Guide-Developing and Reviewing Dress Codes.

³ www.education.vic.gov.au School Trading operations guidelines

⁴ www.education.vic.gov.au School Policy Advisory Guide-Implementing and Enforcing Dress Codes.

advance of the event. In some cases, specific uniforms may be loaned to the student by the school for that particular event.

- All parents are encouraged to purchase the school-approved schoolbag as it has been selected for its design credentials (endorsed by the Australian Physiotherapy Association) and durability (3 year warranty). School bags should be sized appropriately for the child, and in use should not carry more than 10% of the child's body weight.⁵
- All shoulder-length hair should be neatly tied up at all times during school hours.
- Jewellery may not be worn at school with the exception of stud earrings and sleepers worn in the ears, and watches. Watches that function as personal devices may not be worn at school.

Supply

- With exception of shoes and underwear, all school uniform items are available for purchase at the uniform shop. The uniform shop manager position is a paid position supported by parent volunteers. Order forms are available from the school office, school website and orders may be placed online via Flexischools.
- Because school uniform is compulsory, the uniform shop's primary purpose is to provide a service, and should break even or produce a small profit.
- The principal will ensure that uniform shop is operated in accordance with the Dept of Education's Guidelines for Trading Operations. Monthly and YTD stock value (by line item), purchases and sales are reported to the Finance subcommittee of Council for oversight.
- The uniform shop managers are authorised to make uniform changes and price changes as agreed by council in the uniform shop delegation authority. Only School Council is authorised to enter into an agreement with suppliers for the purchase of school uniforms⁶.
- The uniform shop shall sell second hand clothes, donated or lost clothes at minimal cost. Funds raised from second hand sales may be earmarked for special purposes.
- In cases of hardship parents are encouraged to contact the Principal in regards to the purchase of school uniforms. This will be confidential. State Schools' Relief provide assistance to support students via the Principal.

Delegated Authorities

The school appointed uniform shop managers have the authority with the oversight of the Principal, to make decisions within the following guidelines:

- Discontinued items to be approved by finance committee and ratified by school council in the annual review in Term 4.
 - Discontinued items to be sold at cost or preferably returned to the supplier for a credit note. Communicated clearly in the newsletter (at least twice).
 - If after 2 months (minimum), an item is still not moving, the managers have the authority to sell items at a total loss that is no greater than \$250.
- Special Orders (to avoid carrying excess stock):
 - Items or sizes that are in low demand (i.e. Winter Tunics in larger sizes). Communicated in newsletter.
- Supplier Price Changes: Recommendation provided and approval sought from finance committee regarding price change, and communication in newsletter.
- Decisions that relate to inconsequential fabric changes can be made by managers unless there is a significant aesthetic difference or price increase. It is advisable that such changes are considered as part of the annual review process in term 4.

Evaluation:

This policy was last updated in November 2018 and is scheduled for review in October 2021.

Status:

Ratified by School Council in November 2018.

⁵ www.education.vic.gov.au School Policy Advisory Guide-Health and Safety and www.betterhealth.vic.gov.au.

⁶ www.education.vic.gov.au School Policy Advisory Guide-Uniform Supply Arrangements.