

Endon Hall Primary & Nursery School

'Learning Together and having fun'



School Uniform & Equipment Policy

Policy in place: March 2022

Review date: March 2024

We have updated this policy in line with the DfE's new statutory uniforms guidance. Schools are expected to be compliant with the majority of this guidance by September 2022; however, there are exceptions, including where a school needs to consult on a new uniform, where it is tied into a contract with a supplier and where a competitive tender must be run to set up a new uniform contract. All schools should be compliant by September 2023 where possible. Read our [Up-to-speed on: Statutory 'Cost of uniforms' Guidance](#) for more information.

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Statement of intent

Endon Hall Primary & Nursery School believes that a consistent school uniform policy is vital to promote the ethos of the school and provide a sense of belonging and identity for all pupils, regardless of their protected characteristics or socio-economic circumstances.

This policy lays out the measures the school has taken to ensure a consistent, fair and inclusive uniform policy, and to implement a uniform that reflects the needs of all pupils, is affordable and the best value for money for the school and pupils' families.

We believe that pupils learn most effectively and achieve their best outcomes when they are comfortable, able to be themselves, and dressed in such a way that sets an appropriate tone for education.

1. Legal framework

This policy has due regard to all relevant legislation including, but not limited to, the following:

- Education and Inspections Act 2006
- Education Act 2011
- Human Rights Act 1998
- Equality Act 2010
- The UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018

This policy has due regard to all relevant guidance including, but not limited to, the following:

- DfE (2021) 'Cost of school uniforms'
- DfE (2021) 'School Admissions Code'
- DfE (2021) 'School uniforms'

This policy operates in conjunction with the following school policies:

- Compliments & Complaints Policy
- Behaviour Policy
- Equality Policy
- Tendering and Procurement procedures

2. Roles and responsibilities

The governing board is responsible for:

- Establishing, in consultation with the Headteacher and school community, a practical and smart school uniform that accurately reflects the school's vision and values.
- Ensuring that the school's uniform is accessible and inclusive, and does not disadvantage any pupil by virtue of their protected characteristics or socio-economic status.
- Considering the views of parents, pupils and the school community regarding changes to the school's uniform.
- Ensuring that the school's uniform is accessible and affordable.
- Demonstrating how best value for money has been achieved in the uniform policy.
- Ensuring compliance with the DfE's '[Cost of school uniforms](#)' guidance.
- Processing and approving all eligible School Uniform Assistance Application Forms.

The Headteacher is responsible for:

- Enforcing the school's uniform on a day-to-day basis.
- Ensuring that teachers understand this policy and what to do if a pupil is in breach of the policy.
- Considering the views of parents, pupils and the school community in regard to the school's uniform and making appropriate recommendations to the governing board.
- Providing pupils with an exemption letter as appropriate e.g. for a pupil who has a broken arm and requires a loose-fitting top etc.

Staff members are responsible for:

- Ensuring that pupils dress in accordance with this policy at all times.
- Notifying the Headteacher/SLT if pupils are in breach of this policy.
- Ensuring that pupils understand why having a consistent and practical school uniform is important e.g. school identity, preparation for potential future employment etc.

Parents/carers are responsible for:

- Providing their children with the correct school uniform, as detailed in this policy.
- Informing the Headteacher if their child requires a more relaxed uniform policy for a period of time, including why.
- Ensuring that their child's uniform is clean, presentable and the correct size.

Pupils are responsible for:

- Wearing the correct uniform at all times, unless the Headteacher has granted an exemption.
- Looking after their uniform (as appropriate).
- Understanding and respecting why a school uniform is important to the school e.g. school/community identity, preparation for potential future employment etc.

3. Cost principles

The school is committed to ensuring that its school uniform is affordable and accessible to all pupils, and does not place an unreasonable financial burden on parents.

In accordance with the 'School Admissions Code', the Headteacher will ensure that the school's uniform policy does not discourage parents/carers from applying for a place for their child.

The school will assess the overall cost implications of its uniform policy regularly, including prior to making any changes to the school uniform. When evaluating whether costs are reasonable and proportionate, the school will take into account the opinions and situations of:

- Economically disadvantaged parents/carers.
- Parents/carers with multiple children who are, or will be in the future, pupils at the school.
- Parents/carers of younger children, as they are likely to grow quickly and require new sets of uniform more frequently.
- Parents/carers of pupils with protected characteristics that may impact their ability to access the uniform due to costs.
- Looked After Children and Previously Looked After Children.

The school will evaluate the cost of its uniform based on the overall collection of uniform items that parents/carers would need to purchase for a pupil, rather than on the cost effectiveness of individual items; this will include consideration of the fact that parents/carers will need to purchase multiples of certain items, to ensure their child can come to school in clean uniform every day.

The school keeps variations in school uniform for different groups of pupils e.g. year group-specific items or house colours, to a minimum where possible to ensure that pupils can get the most wear out of their uniform possible and that parents/carers can pass some items down to younger siblings.

The school keeps branded uniform items to a minimal level that is reasonable for all members of the school community. The school defines a branded uniform item as any item of clothing that cannot be purchased at a range of retailers, including by virtue of logos, colours, design and fabrics. Where the school decides to require an item of branded clothing, it will conduct an assessment to ensure prices are kept as low as possible.

The school is committed to meeting the DfE's recommendations on costs and value for money. Every care is taken to ensure that our uniforms are affordable for all current and prospective pupils, and that the best value for money is secured through reputable suppliers.

The school requests costings from multiple suppliers to obtain the best value for money possible. Any savings negotiated are passed to parents/carers where possible and does not enter into exclusive single supplier contracts or cash-back arrangements. More information on supplier processes can be found in the 'School uniform supplier' section of this policy.

The school will not amend uniform requirements regularly and will take the views of parents and pupils into account when considering any changes to school uniforms.

4. Equality principles

The school takes its legal obligation to avoid discriminating against any protected characteristic unlawfully very seriously, and aims to ensure that the uniform policy is as inclusive as possible so that all pupils are supported to access a school uniform which is comfortable, suitable for their needs, and reflects who they are.

The school will work to ensure that school uniform costs do not disproportionately affect any pupils, by ensuring that uniforms for all genders are as equal in price as possible and by adhering to the cost principles laid out in Section 3.

The school will ensure that parents/carers and pupils are consulted over any changes to school uniform, and that views and advice is sought specifically from pupils, and parents/carers of pupils, who:

- Have SEND and/or sensory needs.
- Are of a religious or cultural background that has dress requirements.
- Are transgender, including non-binary pupils.

The school implements a gender-neutral uniform, meaning that pupils are not required to wear specific items based on their gender, and may wear any of the uniform items listed in the 'School uniform' section of this policy regardless of the legal sex recorded on the school's records. Transgender pupils are supported to access the uniform that best reflects their gender expression.

The school ensures that pupils who are required to follow certain dress requirements e.g. by virtue of their membership of a particular religious or cultural group, are afforded flexibility to allow them to wear a uniform that adheres to their requirements as far as possible. The school endeavours to meet all requests for amendments to the uniform for these purposes; however, will ensure that the needs and rights of individual pupils are weighed against any health and safety concerns for the entire school community.

Parent/carer concerns and requests regarding religious clothing are dealt with on a case-by-case basis by the Headteacher and/or Governing Board, and always in accordance with the school's Complaints Policy.

The school ensures that the needs of pupils with SEND and/or sensory difficulties are considered in the uniform policy, e.g. ensuring soft, stretchy fabrics and avoiding intricate buttons or hard seams; however, where the needs of these pupils cannot be met in the standard uniform policy, individual adaptations to the uniform will be considered and permitted wherever possible.

5. Complaints and challenges

The school endeavours to resolve all uniform complaints and challenges locally and informally, in accordance with the school's Complaints Policy.

To make a complaint, parents/carers should refer to the Complaints Policy and follow the stipulations outlined.

When a complaint is received, the school works with parents/carers to arrive at a mutually acceptable outcome.

Governors are willing to consider reasonable requests for flexibility to allow a pupil to accommodate particular social and cultural circumstances.

6. School uniform supplier

Our current school uniform suppliers are:

- Motif Marketing - 11 Millrise Road, Milton, Stoke-on-Trent, ST2 7BN 01782 534849
- National Schoolwear centres - 97-101 Stafford St, Hanley, Stoke-on-Trent ST1 1LS 01782 272991

Our school uniform suppliers accept school uniform assistance vouchers.

The Governing Board will ensure that a contract is in place with the supplier for branded items.

The school will retender the uniform contract every five years, whether changes to the uniform are made or not, in line with the Tendering and Procurement procedures. The Governing Board will be able to demonstrate how uniform is procured at the best value for money. The Headteacher will work to ensure that items are procured as cheaply as possible without compromising on the quality e.g. by requesting standard-style items from the supplier rather than more intricate and unique designs.

The school does not sign contracts with suppliers before requesting visualisations of proposed uniform, as well as fabric samples.

Where the school is proposing to change suppliers, it will reach out to suppliers by October in the determination year.

7. Uniform assistance

The school supports families who are eligible to pupil premium funding in meeting the costs of uniforms, up to the maximum amount required to purchase the essential items e.g. cardigan/sweatshirt, tie (KS2), logo'd polo shirt, and any logo'd PE items if specified. The budget for the school uniform assistance scheme comes from pupil premium funds.

To claim school uniform assistance, parents/carers should be eligible for benefits related Free School Meals. Eligibility is determined by checking original documents from the relevant authority, detailing receipt of the benefit and the address of the pupil.

Families who meet the criteria should complete the [School Uniform Assistance Application Form](#) and return it to the school office.

The school holds second-hand school uniform in the school office for parents/carers to access; access to these uniforms is available upon request, where stocks are available. Parents/carers are invited to donate their child's uniform when they no longer need it.

8. Non-compliance

Staff members are permitted to mention to pupils that their uniform breaches this policy, in accordance with the school's Behaviour Policy.

The Headteacher, or relevant member of school staff, is permitted to contact the parent (either via telephone or face to face, at the start/end of the school day), to make them aware and request that they remedy breaches to the school's uniform.

Where a pupil has to go home to rectify uniform breaches, the absence is recorded as 'authorised'. If a pupil repeatedly breaches uniform rules, or takes longer than necessary to rectify the breach, the absence is recorded as 'unauthorised'.

9. School uniform

School colours

Our school colour is - Red

Clothing

The school uniform is as follows:

Item	Optional or required	Branding	How to acquire	Cost per item from school supplier
Regular school uniform				
Red school sweatshirt or red school cardigan	Required	School logo on left-hand side	Branded sweatshirt and cardigan available from school supplier and second hand from school office (subject to availability)	£12
White polo shirt (Early Years and Key Stage 1)	Required	Ideally with school logo but not essential	Available from regular retailers (without logo) or school supplier (with logo)	School supplier (with logo) £6.99
White shirt (Key Stage 2)	Required	No branding needed	Available from regular retailers	N/A

School tie (Key Stage 2)	Required	School tie	Available from school supplier and second hand from school office (subject to availability)	£5.50
Grey trousers or grey skirt	Required	No branding needed	Available from regular retailers and second hand from school office (subject to availability)	N/A
Red summer dress or grey pinafore dress	Seasonal	No branding needed	Available from regular retailers	N/A
Sensible, plain black shoes (no heels/no boots above the ankle)	Required	No branding needed	Available from regular retailers	N/A
PE uniform				
White polo-shirt	Required	Ideally with school logo but not essential	Available from regular retailers (without logo) or school supplier (with logo)	School supplier (with logo) £6.99
Plain red shorts (summer months) or black tracksuit bottoms (winter months)	Required	Red shorts - No branding needed Black tracksuit bottoms - ideally with school logo but not essential	Available from regular retailers Available from regular retailers (without logo) or school supplier (with logo)	School supplier (tracksuit bottoms with logo) £14
Red school sweatshirt (with logo) or red school cardigan	Required	See above – part of regular school uniform		
Black or white trainers	Required	No branding needed	Available from regular retailers	N/A
Accessories				
School book bag (Early Years & Key Stage 1)	Optional	School logo	A see through hand held book wallet will be provided by the school for us as a book bag Red book bags with the school logo are available from school supplier	N/A £5.99

Black, grey or white school socks	Required	No branding needed	Available from regular retailers	N/A
Plain red, white or black hair bobbles/clips/headbands	Required	No branding needed	Available from regular retailers	N/A

Pupils who are wearing skirts must also wear **black, red or grey tights OR white, grey or black socks**.

Trainers are not considered suitable footwear (unless on PE days). High heels are not permitted; shoes should have flat soles. No boots are to be worn.

Skirts must be knee-length. Jeans are not permitted.

Parents/carers are responsible for ensuring their child comes into school on their PE day/s wearing the correct PE uniform. PE days will be either 1 or 2 days per week. Parents/carers may choose to adjust the amount of normal/PE uniform items they purchase according to the number of days each uniform is required.

Jewellery

Permitted jewellery that may be worn is:

- One pair of small stud earrings – no other piercings are permitted
- A smart and sensible wrist watch (Year 3-6 only)
- No smart watches

Jewellery is the responsibility of the pupil and not the school. Lost or damaged items will not be refunded. All jewellery must be removed during practical lessons, including PE lessons. Pupils are not to have their ears pierced during term time as this results in them being unable to access statutory curriculum subjects for 6 weeks.

School bag

Early Years and Key Stage 1 pupils must use a book wallet/bag to carry their books and belongings to and from school.

Key Stage 2 pupils must use small rucksack (no bigger than 30 x 30cm in size) to carry their books and belongings to and from school.

School bags featuring inappropriate images, slogans or phrases are not permitted.

The school encourages pupils to bring non-valuable bags to school. The school will not be liable for lost or damaged school bags.

Other equipment

Children are required to bring a clear, translucent, refillable/reusable water bottle every day. Children access 'water only' during learning time. Children can bring a separate drink of juice for lunchtime (as those who bring a packed lunch will have a drink of their choice at this time of day) but it is water only during lesson time. This is because the regular drinking of water is for hydration of the brain for learning and we must ensure good dental and nutritional health. No fizzy drinks or energy drinks are permitted at any time.

If children have a medical reason why they need juice e.g. they have been prescribed medication that needs 'disguising' with the flavour of juice and/or there are problems with bowels/toileting, then alternatives may be allowed on an individual basis and a care plan will be in place, following written communication from a medical professional regarding the necessity of fluids other than water. Drinks bottles that contain medication cannot be out on the classroom tables in reach of other children for health & safety reasons.

Hairstyles

The school reserves the right to make a judgement on whether pupils' hairstyles and/or hair colours are appropriate for the school environment; however, will ensure that any such judgements do not discriminate against any pupil by virtue of their protected characteristics. Each individual pupil's scenario will be taken into account where appropriateness is being considered, and parents/carers will always have the freedom to complain via the school's Complaints Policy.

Pupils with long hair must ensure that this does not impede their vision, cover their face or provide a health and safety risk. Long hair must be tied up, especially during practical lessons e.g. PE.

The following hairstyles are not considered appropriate for school:

- Brightly-coloured, dyed hair
- Haircuts with bold patterns, shaving or colours
- Excessive hair accessories

Makeup

The school rules on makeup are as follows:

- Makeup is not permitted
- False nails and nail extensions are not permitted
- Only clear nail varnish may be worn
- Temporary tattoos are not permitted

Pupils wearing excessive makeup are required to remove it or, if appropriate, will be sent home to remove it.

10. Adverse weather

All pupils are required to wear weather-appropriate clothing that covers as much of their skin as possible during adverse weather.

For hot temperatures, this includes wearing:

- Loose-fitting and lightweight shirts and dresses (red summer dress; or grey pinafore with a polo shirt underneath) with sleeves, collars or covered necklines
- Over the knee skirts, shorts or trousers
- Tops that cover the shoulder area
- Sunglasses with UV protection when outside, where possible

Pupils are advised not to wear any jumpers or cardigans during heatwaves. If outside during break times, pupils not wearing sun-safe clothing/sun protection are advised to stay in an area protected from the sun.

For cold temperatures, this includes wearing:

- Scarfs, gloves, coats and hats when outside
- Warm jumpers that conform to the school's uniform policy
- Trousers, or thick tights with skirts

11. Labelling

All pupils' clothing and footwear must be clearly labelled with their full name.

Any lost clothing is kept in a lost property location in the relevant classroom. All lost property is retained for one month and is disposed of/used for second hand supplies if it is not collected within this time.

12. Monitoring and review

This policy is reviewed every two years, by the Governing Board and the Headteacher.

School Uniform Assistance Application Form

Parents/carers of children who attend Endon Hall Primary & Nursery School are eligible for school uniform assistance if they receive benefits related Free School Meals.

This scheme is open to children from Nursery to Year 6. The allowance is for buying suitable school wear and is paid once a year.

Part 1: Details of parent/carer

Your full name:	
Title:	
National insurance number:	
Address:	
Postcode:	
Mobile no.:	
Landline no.:	
Email address:	

By supplying us with a phone number or email, you agree to being contacted to let you know if you are eligible.

Part 2: Details of each dependent child you are applying for

Surname	Other names	Date of birth

Please read this declaration before you sign it

- I declare I am the parent of the child(ren) that I am applying for.
- I declare that all the information I have given is correct and complete to the best of my knowledge.
- I have enclosed original documentation to prove that I am in receipt of one of benefits related Free School Meals.
- I am aware that I have a duty to notify the school in writing immediately of any changes in my circumstances which might affect my entitlement to school clothing assistance.
- I understand that information taken from this form will be stored electronically on the school's computers. The school is permitted to do this under the UK GDPR and Data Protection Act 2018. A copy of the school's registration is held for inspection.

Please return this completed for to the school office.

Your signature: _____ Date: _____

What happens next?

If you apply for school uniform assistance and qualify, a voucher will be sent to you for each of your children. If you do not qualify for the payment, we will let you know by letter and phone, including explaining why.