

Endon Hall Primary & Nursery School

'Inspire today to achieve tomorrow'



School Uniform & Equipment Policy

Policy in place: March 2022

Reviewed: June 2024

Review date: June 2025

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 should set an appropriate tone for education and 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.

For the purposes of this policy, “**uniform**” includes the following elements of pupils’ appearance:

- Clothing, including the school uniform itself, variations of the school uniform such as PE kits, and other clothing worn at school e.g. non-uniform
- Hairstyles and headwear
- Jewellery and other accessories
- Cosmetics such as makeup and nail polish

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.

In writing and updating this policy, we have sought to:

- Engage with parents and pupils.
- Consider how this policy might affect groups represented in the school, especially those who share protected characteristics as defined by the Equality Act 2010.
- Consider how comfortable the uniform will be for pupils.
- Take a sensible approach to allow for exceptions to be made e.g. during adverse weather.
- Ensure that the uniform is suitable and safe for pupils who walk or cycle to school.
- Choose a PE kit which is practical, comfortable, appropriate to the activity involved and affordable.
- Ensure the policy is easy to access and understand.

1. Legal framework

This policy has due regard to all relevant legislation and guidance 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
- Education (Guidance about Costs of School Uniforms) Act 2021
- DfE (2021) ‘Cost of school uniforms’
- DfE (2021) ‘School Admissions Code’
- DfE (2024) ‘School uniforms: guidance for schools’
- Equality and Human Rights Commission (2022) ‘Preventing hair discrimination in schools’

This policy operates in conjunction with the following school policies:

- Complaints Procedure / Policy
- Behaviour Policy
- Pupil Equality, Equity, Diversity and Inclusion Policy
- SEND & Inclusion Policy
- Sun Safety & High Temperature 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, inclusive, and does not disadvantage any pupil because of their protected characteristics or socio-economic status.
- Listening to the opinions and wishes of parents, pupils and the wider school community regarding changes to the school's uniform.
- Ensuring that the school's uniform is accessible and affordable.
- Demonstrating in this policy how best value for money has been achieved.
- 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.
- Listening to the opinions and wishes of 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 are responsible for:

- Ensuring that pupils dress in accordance with this policy at all times.
- Where appropriate to their role, disciplining pupils who are in breach of this policy.
- Ensuring that pupils understand why having a consistent and practical school uniform is important e.g. school identity.

Parents/carers are responsible for:

- Adhering to this policy
- Providing their children with the correct school uniform and equipment, as detailed in this policy.
- Informing the Headteacher if their child requires an exemption to the uniform rules for a period of time, with a reason 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.

3. Cost principles

The school will develop its uniform policy in relation to the following starting principles:

- The school will seek to ensure that the uniform is affordable. In so doing, the school will consider the total cost of school uniforms, taking into account all items of uniform or clothing parents will need to provide while their child is at the school.
- The school will seek to keep the use of branded items to a minimum.
- The school will seek to ensure that uniform supplier arrangements give the highest priority to cost and value for money, including the quality and durability of the garment.
- The school will seek to ensure that second-hand uniforms are available for parents to acquire. Information on second-hand uniforms will be published on the school's website.

Principles in practice

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 will keep 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 e.g. supermarkets, due to the item's logo, colours, design, fabric, or other unique element. Where the school requires an item of branded clothing, it will assess how prices can be kept as low as possible and put measures in place to facilitate this. This may include:

- Ensuring branded items are longer-lasting and unlikely to be worn out quickly e.g. ties.
- Offering sew- or iron-on logo patches for jumpers/cardigans that can be bought at non-specialist retailers, instead of requiring specific branded jumpers.
- Making donated second-hand uniform available for purchase at a lower price.

The school will meet the DfE's requirements and recommendations on costs and value for money. Care will be taken to ensure that school uniform is affordable for all current and prospective pupils, and that the best value for money is secured through reputable suppliers.

The school will work with multiple suppliers to obtain the best value for money possible. Any savings negotiated are passed to parents/carers where possible. The school will 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 make frequent changes to uniform requirements and will take the views of parents/carers and pupils into account when considering any changes.

4. Equality principles

The school takes its legal obligation to avoid unlawfully discriminating against any protected characteristic very seriously. In line with the above, the school will aim to ensure that the uniform policy is as inclusive as possible so that all pupils can access a school uniform which is comfortable, suitable for their needs, and reflects who they are, while avoiding any direct or indirect discrimination on the basis of protected characteristics or socio-economic status.

The school will 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, where appropriate and with pupils' consent, views and advice is sought specifically from pupils, and parents/carers of pupils, who:

- Have a Special Educational Need and/or a sensory need

- Are of a religious or cultural background that has dress requirements
- Are transgender or non-binary

Parent/carer concerns and requests regarding school uniform and amendments to it are handled on a case-by-case basis by the Headteacher and/or Governing Board, and always in accordance with the school's Complaints Procedure / Policy.

Information on how the school ensures its uniform policy does not discriminate against pupils with specific protected characteristics is outlined below.

Gender

To avoid disproportionately impacting pupils of a certain gender, the school will ensure that the cost of uniform is as equal in price as possible across items for all genders.

This includes:

- Adhering to the procedures laid out in the 'Cost principles' section of this policy.
- Not directly requiring pupils of a certain gender to buy additional uniform e.g. by requiring female pupils to buy both trousers and skirts.
- Not indirectly requiring pupils of a certain gender to buy additional uniform e.g. by offering football in PE to only male pupils and requiring they buy football boots to participate.
- Not holding pupils of different genders to different uniform standards e.g. by banning certain hairstyles for only one gender.

The school will implement a gender-neutral uniform, meaning that pupils will not be 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.

Religion and belief

To avoid disproportionately impacting pupils of a certain religion, belief or culture, the school will ensure that there is flexibility to allow pupils to present themselves in a way that adheres to their dress requirements as far as possible, within the school's uniform policy.

The school will endeavour to meet all requests for amendments to the uniform for these purposes; however, the needs and rights of individual pupils will be weighed against any health and safety concerns appropriate to the circumstances, e.g. if safety headgear needs to be worn.

Race

To avoid disproportionately impacting pupils of a certain race, the school will ensure that its uniform policy does not constitute unlawful indirect discrimination through blanket rules. This includes:

- Not banning hairstyles related to a pupil's ethnic origin e.g. natural Afro hairstyles.
- Not banning hairstyles worn because of cultural, family and social customs e.g. cornrows.
- Not banning head coverings related to a pupil's culture or ethnic origin e.g. African heritage head wraps.

The school will follow the good practice guidance provided by the Equality and Human Rights Commission on 'Preventing hair discrimination in schools'.

SEND and medical conditions

To avoid disproportionately impacting pupils with SEND or medical conditions, the school will ensure its uniform policy takes into account the needs of these pupils. This includes:

- Ensuring the school uniform uses soft, stretchy fabrics and avoids intricate buttons or hard seams.
- Allowing variations to the standard uniform for pupils whose medical conditions may impact how they dress e.g. pupils with casts who require loose-fitting clothing or pupils with hair loss-related conditions who wish to wear head coverings.

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.

The school will ensure that it works with a supplier that acts in accordance with the school's values and principles on equality and inclusion.

5. Complaints and challenges

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

The school will refer individuals who wish to make a complaint, to the Complaints Procedure/ Policy that they follow the procedures outlined therein.

When a complaint is received, the school will work with the complainant to arrive at a mutually acceptable outcome.

The school has an agreed procedure in place with its uniform supplier to deal with complaints about the supply and quality of uniforms.

In considering a complaint, parents/carers should be aware that teachers can sanction pupils for breaching the school's rules on appearance or uniform. The school expects this to be carried out in accordance with the school's published behaviour policy. The school aims to deal with pupil non-compliance in a proportionate and fair way.

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

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

7. Finding and consulting suppliers

If the school is considering changing its suppliers and seeks a list of available suppliers, it will consider the following options:

- Consulting an industry body
- Researching local suppliers
- Consulting with other schools and networks
- Having informal discussions with potential suppliers to help determine the school's own needs

If the school prepares to request bids from potential suppliers, it will consider the following elements:

- What products parents will need
- Existing contractual commitments
- Length of tender process
- The school's evaluation process

8. Template documents

Schools will use the DfE's '[Procuring uniform supplies](#)' template documents to ensure that they undergo the procurement process correctly. The templates consist of an invitation to tender, a request for quotation, and a pricing schedule.

Schools will use the invitation to tender template to ask questions of suppliers. Schools will then use the pricing schedule to ask suppliers to submit their prices. Full instructions on how to use the templates are included in each of the documents.

9. Uniform assistance

The school will support disadvantaged families in meeting the costs of uniforms. School uniform assistance will be provided via a voucher worth £30 that can be spent on school clothing. The budget for the school uniform assistance scheme will be derived from pupil premium funds.

For parents/carers to claim school uniform assistance, their children should be eligible for Free School Meals. Eligibility will be 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 will hold second-hand school uniform 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.

10. Non-compliance

Staff will be permitted to discipline pupils for breaching this policy, where relevant to their role, in accordance with the school's Behaviour Policy.

The Headteacher, or a person authorised by the Headteacher, will be permitted to ask a pupil to briefly go home to remedy breaches to the school's uniform. When deciding whether to allow a pupil to return home, the member of staff will consider the pupil's age and vulnerability, the length of time it will take, and the availability of the pupil's parent/carer. A parent/carer will always be contacted before sending the pupil home – if contact with the pupil's parent cannot be made, the pupil will remain in school.

Where a pupil has been sent home to rectify uniform breaches, the absence will be 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'. Parents/carers will be notified of pupils' breaches of school uniform in all cases.

11. School uniform

School colours: Our school colour is - Red

Clothing: The school uniform is as follows:

Motif Marketing price / National Schoolwear Centre price

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)	£12.99 / £12.00

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) £8.50 / £7.50
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 / £5.00
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) £8.50 / £7.50
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) £12.50
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 £6.00 / £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 are permitted

Pupils will be advised that jewellery is their personal responsibility and not that of 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. Neither plasters or retainers can be used to cover or replace newly pierced ears as this does not completely remove the associated risks. If plasters and retainers were to be permitted, the legal responsibility to ensure they are fit for purpose would lie with the staff member leading the session, which is not an acceptable responsibility to place upon them. Therefore, they are not permitted.

Non-statutory physical activities may also be affected and may require a risk assessment e.g. playtimes, Sports Day, competitions, other curriculum activities (depending on equipment/resources used).

To enable some access to statutory curriculum subjects, during the 6 week healing period, staff will aim to:

- make adaptations so that children can contribute to group ideas, designing and tactical discussions
- provide different tasks during the practical part of the lesson e.g. individual skills practice, peer coaching, observation and feedback

This will differ based on a child's age but is a way that we can involve them in the lesson in some way.

This aspect of this policy links to the Association of Physical Education Safe Practice guidance.

Bags

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 and 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, glass containers, 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 and headwear

The school reserves the right to make a judgement on whether pupils' hairstyles and/or hair colours are appropriate for the school environment; however, the school 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 Procedure/Policy.

Pupils with long hair must ensure that this does not impede their vision, cover their face, or cause 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
- Headwear featuring inappropriate words or images

Makeup and cosmetics

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.

12. Adverse weather

All pupils are advised 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 high temperatures. 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

13. Labelling and lost property

Parents will be advised to ensure that all pupils' clothing and footwear is clearly labelled with their full name and year group.

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

14. Monitoring and review

This policy is reviewed annually, by the Governing Board and the Headteacher. The next scheduled review date for this policy is June 2025.

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.