



Maitland High School Procedures

School Uniform Policy and
Procedures



Education

Our Uniform Expectations

1. Rationale:

The wearing of school uniform by students will assist school communities in:

- defining an identity for the school within its community
- developing students' sense of belonging to the school community
- providing an opportunity to build school spirit
- enhancing the health and safety of students when involved in school activities
- promoting a sense of inclusiveness, non-discrimination and equal opportunity
- reinforcing the perception of the school as an ordered and safe environment
- increasing the personal safety of students and staff by allowing easier recognition of visitors and potential intruders in the school, promoting positive community perceptions of public education
- making school clothing more affordable for families by eliminating the risk of peer pressure to wear transiently fashionable and expensive clothes

A school uniform should:

- cater for all students in the school community in a manner sensitive to gender and local cultural and social issues including cultural and religious diversity
- meet requirements of workplace health and safety, anti-discrimination and equal opportunity legislation
- promote the health and safety of students by identifying items necessary for particular activities e.g. items for sun protection and sport
- include items that are affordable, comfortable, made from easy-care and easy wear fabrics, appropriate for activity and suitable for all body shapes
- provide girls and boys with equal access to the full range of school activities

2. Aim:

The universal wearing of a school uniform ensures that the school will be presented to the community in a positive manner. Students will be provided with a sense of self-worth. The school will be perceived as an ordered, safe place.

It is expected that all students will attend Maitland High School at all times in appropriate uniform.

3. Implementation:

Under certain circumstances, workplace health and safety legislation provides the basis for principals to require students to wear school uniform. Where the health and safety of the student or of other students would otherwise be compromised, students may be excluded from certain educational activities. Such action may also be required if a student's clothing compromises agreed upon school community standards articulated in the school uniform

requirements, and might be considered damaging to the image of the school in the larger community context (eg the wearing of 'hoodies' and tights). Alternative educational activities must be provided in such circumstances.

With the above exceptions, no student will have their access to learning reduced because they are out of uniform. This includes their continued participation in essential curriculum activities. Students at Maitland High School are required to report their Deputy Principal to explain out of uniform items. This enables the Uniform Co-ordinator to monitor the wellbeing of students.

A student should not be suspended or expelled solely for not wearing school uniform. However, failure to report constitutes **'failure to follow a reasonable direction from a teacher'** and will be dealt with under our **'Procedures for Dealing with Unacceptable Behaviour'**.

4. Uniform Exemptions

Formal short and long-term exemption processes can be incorporated into school uniform policies where appropriate.

Short-term exemptions can be provided to students where temporary circumstances prevent the wearing of the school uniform. This may include:

- circumstances where a student is staying with extended family or other short-term carer(s) but will return to a home school.

At Maitland High School the procedure for applying for short-term exemption is a letter or telephone call from the parent/caregiver to the relevant Deputy Principal outlining the situation.

Exemption is provided in two week lots and a new letter is required for each renewal period. Students will receive a Uniform Pass and must provide the uniform pass whenever requested, including but not limited to daily roll call. Failure to comply with the request will result in intervention(s) as outlined in our 'Procedures for Dealing with Unacceptable Behaviour'.

Long-term exemptions may be provided when:

- an aspect of the school uniform requirements compromises students' ethno-religious background (ethno-religious proof must be provided to the Principal)
- the student has a particular health condition that requires a modification of the uniform (a current medical certificate must be provided to the Principal)
- the student is disadvantaged in complying with an aspect of the uniform because of other personal circumstances outlined in anti-discrimination and equal opportunity legislation

In many cases a slight modification of the school uniform requirement may be all that is needed, rather than a long-term exemption. Therefore, a centralised record of requested exemptions and modifications should be kept. Where patterns of exemptions and modifications are identified over a period of time they should be taken into account in a subsequent review of school uniform requirements.

5. Monitoring of School Uniform

- Uniform will be monitored during Roll Call daily and throughout the school day
- Students are required to report to their relevant Deputy Principal PRIOR to roll call, with a sign note from their parent/caregiver. Students will be issued with an OUT OF UNIFORM slip and MUST produce this slip whenever requested throughout the day

- Roll teachers refer ALL students who are out of uniform (students producing a current exemption pass or OUT OF UNIFORM slip from their Deputy Principal are not referred)
- Any teacher can refer any student at any time of the day if they have not been given an exemption or OUT OF UNIFORM slip
- Parent/Carer notes for short-term exemptions will be provided to the relevant Deputy Principal. A pass will be issued for the exemption period (Up to two weeks)
- Students are required to report to the Uniform Co-ordinator if they have no parental/caregiver note explaining a valid reason for being out of uniform.
- Failure to report to the Uniform Co-ordinator will result in a negative referral for each and every occasion that the student fails to attend. This is monitored under the provision of 'failing to follow a reasonable direction/instruction of a teacher'.

6. Notes for Implementation of CORRECT School Uniform

Our uniform comprises:

- Appropriate footwear which is black leather shoes
- Long black pants or black shorts or skirt (black tartan [junior] or plain black [senior] **no shorter than mid-thigh length** (refer to Figure 1. Length of shorts requirements)
- School shirt or polo (as illustrated)
- School jumper, school tracksuit top, school sloppy joe, or plain black jumper, plain black sloppy joe.

Our uniform expectations:

- All skirts and shorts are not to be any shorter than **mid-thigh length**
- Plain white socks must be worn by all students.
- Sports shoes must be lace-up joggers. No slip-ons or boat-style shoes are permitted.
- Black leather shoes must be worn.
- In TAS only, safety work boots (which may also be worn for Work Placement) are acceptable.
- Track Suit Pants and Jumpers must NOT have any logo or print other than the MHS logo and **"hoodies" on jumpers are not permitted to be worn (on the head) for safety reasons.**
- Jewellery must be kept to a minimum and must present no risk to the wearer or any other student. Unacceptable jewellery (e.g. oversized headbands, 'spacer' and 'spiked' earrings/bracelets/facial jewellery etc) will be asked to be removed and left at home.
- Accessories (scarves, hats etc) are expected to compliment the school uniform if worn.
- Students may wear full sports uniform on the days they have sport and PE for the entire day with the appropriate school jumper. This includes an appropriate pair of **sports shoes**.

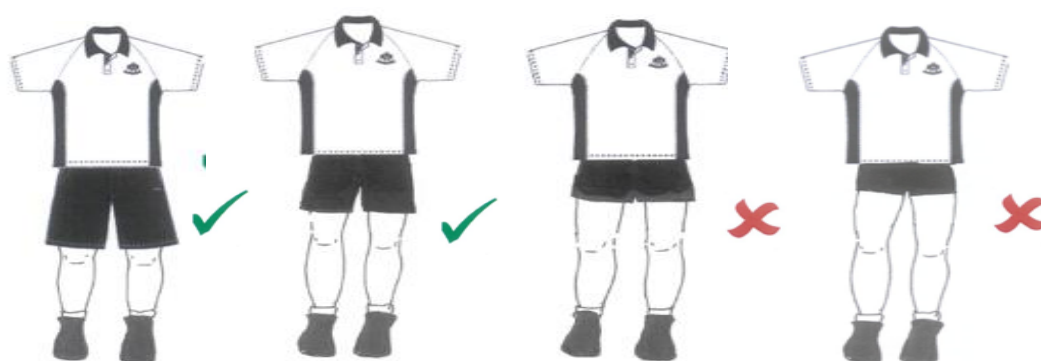


Figure 1. Length of shorts requirements

7. Purchasing Uniform

Our uniform is sold by Team Spirit. To purchase uniform items, you can:

- phone our Uniform Shop on 0466 824 531
- order online - please refer to the links below for further information
- Our Uniform Shop is located inside A block, near our library.

Uniform Shop hours are:

- Mondays: 2:00pm – 4:00pm
- Wednesdays: 8:00am - 10:00am
- Fridays: 8:00am - 10:00am
- You can also order and pay online anytime.

The website for ordering is: <https://onlineshop.teamspiritsports.com.au/school-login/>

Username: maitlandhs Password: uniform29

8. Uniform Assistance

Student Assistance Program is available to *any* student who is unable to purchase the school uniform. Your relevant Deputy Principal and Head Teacher Wellbeing can support you with this. Student Assistant Forms can also be collected via the School's front office. **All applications for assistance are managed confidentially.**

9. Clothing Pool

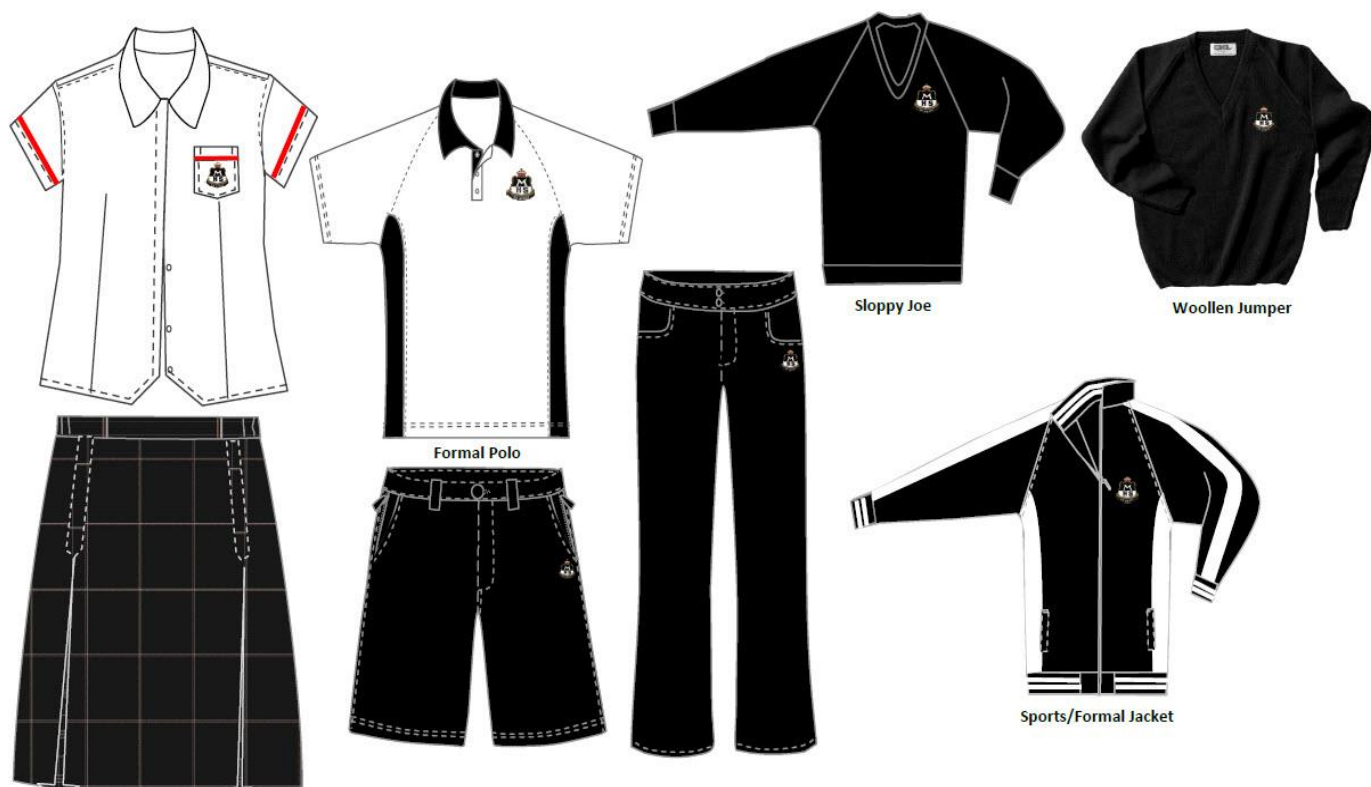
A clothing pool of uniforms are available in the Wellbeing Centre. These uniforms are a combination of both new and donated and pre-loved uniforms. The clothing pool is used to assist students who may have had a wardrobe malfunction at school, or who require assistance accessing school uniforms. Uniforms from the clothing pool are provided to students free of charge. Families are encouraged to donate any uniforms their child/ren may have grown out of to the clothing pool.

10. Correct Uniform

Unisex Sports Uniform



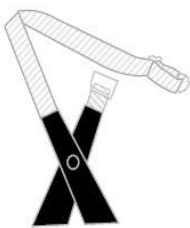
Junior Girls' Uniform



Junior Boys' Uniform



Senior Girls' Uniform



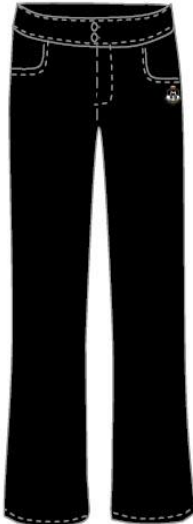
Tab Tie



Sports/Formal Jacket



Woollen Jumper



Sloppy Joe

Senior Boys' Uniform



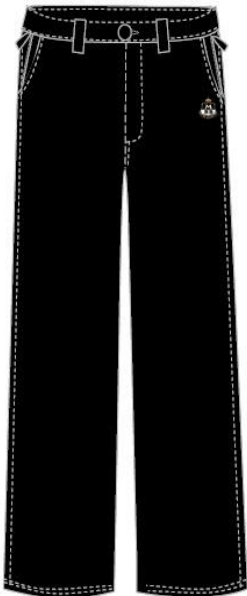
Formal Shirt



Sports/Formal Jacket



Woollen Jumper



Sloppy Joe

11. Mandatory Footwear

The Department of Education states in the publication 'School Uniforms in New South Wales Government Schools (2004)', that under the Occupational Health & Safety Act 2000 schools must ensure that students are not exposed to health or safety risks while they are on Departmental premises. The school has a duty to require students to wear appropriate footwear so as to avoid injury.

The DET policy 'Chemical Safety In Schools (1999)' clearly states: ***'It is mandatory that students carrying out practical activities using chemicals or equipment in schools wear enclosed leather footwear. Sandals, open footwear or high heeled shoes must not be worn in workshop or laboratories'***.

The shoes below ARE suitable and meet WHS (OH&S) requirements at Maitland High School because;

- ☑ they have leather uppers,
- ☑ there are NO punched holes or mesh,
- ☑ they are NOT canvas, and
- ☑ they cover the upper part of the foot.

Some **suitable shoes** are shown below:



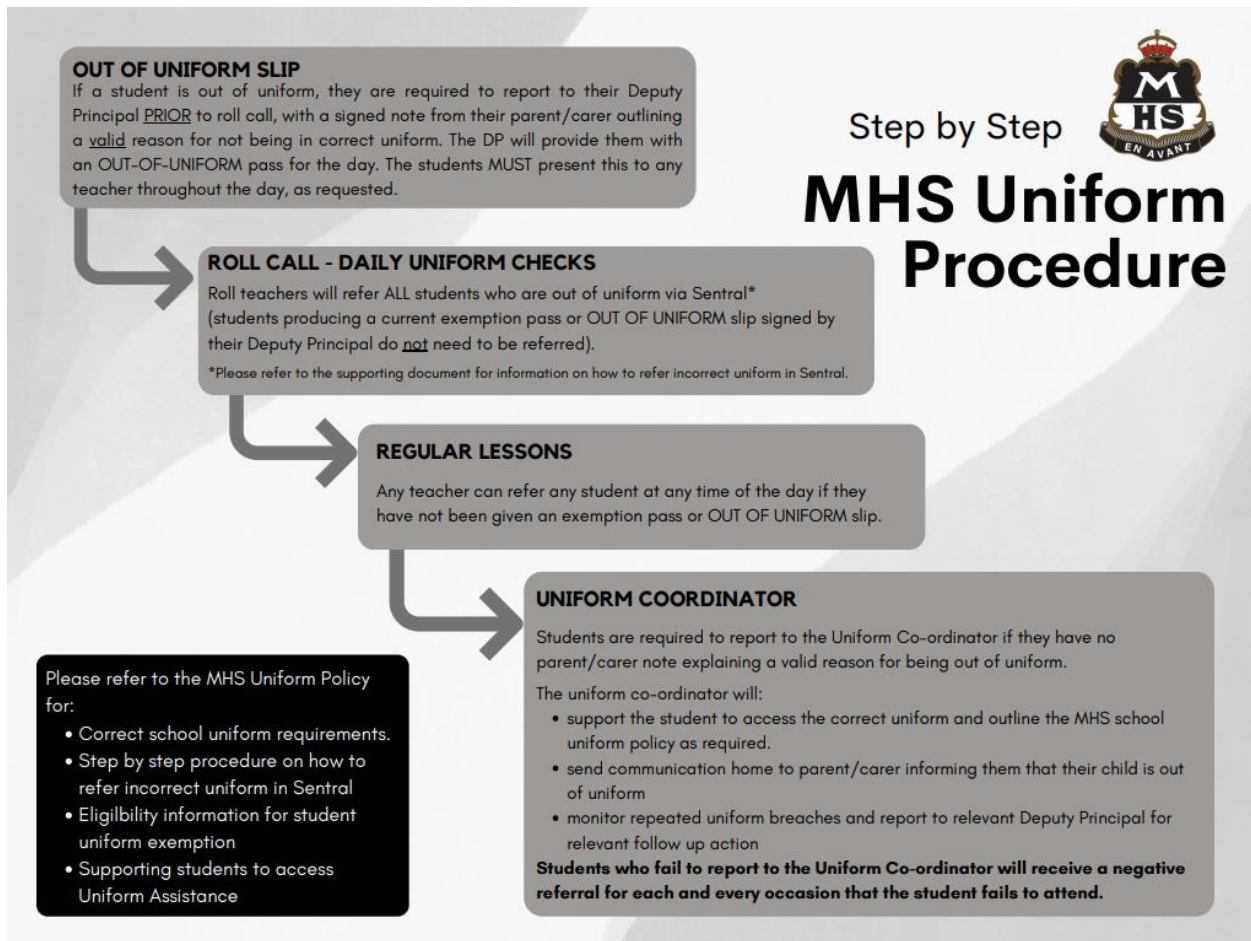
These shoes are NOT suitable as they are only partially suede and the rest of the fabric is canvas. The full leather style is acceptable.

Resources & support documents

DoE NSW School Uniform Policy:

- [School Uniform \(nsw.gov.au\)](https://nsw.gov.au/school-uniform)
- [School Uniform Policy Guidelines Checklist \(nsw.gov.au\)](https://nsw.gov.au/school-uniform-policy-guidelines-checklist)
- [Footwear guidelines for NSW Government schools](https://nsw.gov.au/footwear-guidelines)
- [Sun safety overview and key steps \(nsw.gov.au\)](https://nsw.gov.au/sun-safety-overview)

Appendix A: Uniform Procedure Flowchart



Appendix B: Roll Call – Uniform Check Procedure
(see page 9)

Appendix C: Correct and Incorrect Uniform Guide – Images

Appendix D: Out of Uniform Slip

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Further Information

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Roll Call – Uniform Check Procedure

Uniforms will be checked daily by the roll call teacher. Please refer to the Maitland High School Uniform Policy for uniform expectations.

Students who are out of uniform, MUST present to their Deputy Principal with a sign note from their parent/carer (stating a VALID reason for being out of uniform), before roll call to receive a daily UNIFORM PASS.

If a student is out of uniform (WITHOUT a signed UNIFORM PASS from their DP) the roll call teacher will:

- ✧ Click the  icon, next to the student's name on the roll



- ✧ **A uniform report will be run daily by the Uniform Coordinator (during period 1).**
- ✧ Students who are out of uniform will be required to report to the Uniform Coordinator to explain why they are out of uniform.
- ✧ Assistance may be provided to support the student to access the correct uniform either via the Clothing Pool in Wellbeing or School Assistance/Uniform Vouchers
- ✧ Students who refuse to see the Uniform Coordinator will be referred to the Deputy Principal via Sentral Referral 'Refusal to Follow Instruction'
- ✧ Communication will be sent home to the student's parent/carer to advise them their child is out of uniform
- ✧ Students who are persistently out of uniform will be referred to the Deputy Principal
- ✧ **If a student presents to class out of uniform (period 1 -5) WITHOUT a uniform pass, the teacher will document their uniform, using the above procedure.**



Correct School Pants

Students must wear either the school pants supplied by Alinta Uniform Shop OR Plain black pants.

Examples of pants that **ARE** acceptable school uniform:



Examples of pants that are **NOT** acceptable school uniform:

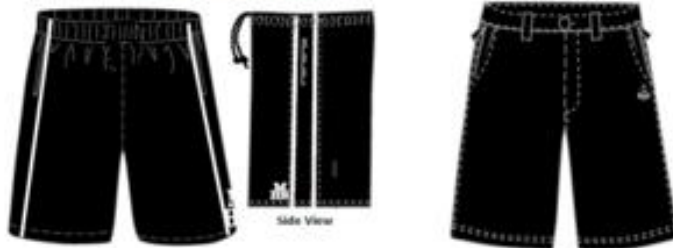
- ⊗ tights
- ⊗ Logos (other than the MHS logo)
- ⊗ Any other colours (including white)



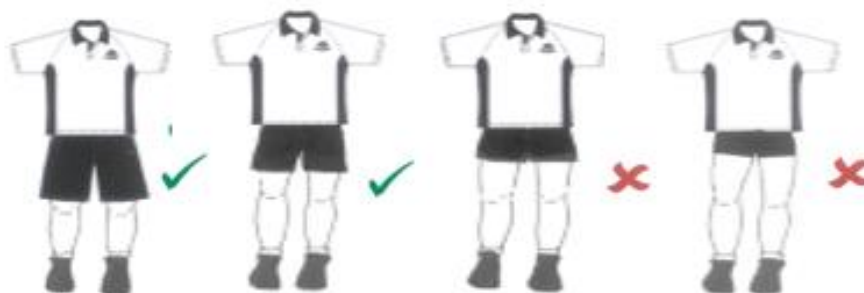
Correct School Shorts

Students can wear either the MHS School Shorts or PLAIN black shorts.

Examples of shorts that **ARE acceptable** school uniform:



To meet Workplace Health and Safety (WHS) requirements, shorts and skirts must be a minimum of mid-thigh length.







Examples of shorts that are **NOT acceptable** school uniform:

- ⊗ Shorts shorter than mid-thigh length
- ⊗ Logos (other than the MHS logo)
- ⊗ Any other colours (including white)
- ⊗ Tights



Appendix D: Out of Uniform Slip

 <p align="center">OUT OF UNIFORM SLIP</p> <p>Student: _____</p> <p>Year: _____ Date: _____</p> <p>Reason:</p> <p><input type="checkbox"/> Parent/Carer note given to DP</p> <p><input type="checkbox"/> Referred to Uniform Coordinator (by teacher)</p> <p><input type="checkbox"/> Uniform Exemption expiry date: _____</p> <p><input type="checkbox"/> Other: _____</p> <p>Signed: _____</p>	 <p align="center">OUT OF UNIFORM SLIP</p> <p>Student: _____</p> <p>Year: _____ Date: _____</p> <p>Reason:</p> <p><input type="checkbox"/> Parent/Carer note given to DP</p> <p><input type="checkbox"/> Referred to Uniform Coordinator (by teacher)</p> <p><input type="checkbox"/> Uniform Exemption expiry date: _____</p> <p><input type="checkbox"/> Other: _____</p> <p>Signed: _____</p>
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