UNIFORM POLICY

Help for non-English speakers
If you need help to understand the information in this policy, please contact the school office.
Phone: 03 9429 2950
Email: richmond.west.ps@education.vic.gov.au

PURPOSE

The purpose of the Uniform Policy is to outline Richmond West Primary School's requirements for student dress and appearance and to provide information about uniform purchase and support, dress code implementation and exemption processes.

This dress code has been developed by Richmond West Primary School's School Council in close consultation with our school community to ensure that it respects the rights of individual students whilst reflecting the values and interests of our community.

The Uniform Policy aims to:

- foster a sense of community and belonging and encourages students to develop pride in their appearance
- support Richmond West Primary School's commitment to ensuring that our students feel equal and are dressed safely and appropriately for school activities.
- reduce student competition on the basis of clothing
- enhance the profile and identity of the school and its students within the wider community.

The School Council has developed a dress code that we believe provides a range of choices for students and is cost effective for families.

SCOPE

Students are expected to comply with this Uniform Policy during school hours and when attending school activities.

POLICY IMPLEMENTATION

Richmond West Primary School believe that a dress code, including school uniform and acceptable wearing of other items facilitates a sense of pride, belonging and safety. Observations will be noted regarding regular and appropriate wearing of uniform by all students.

UNIFORM AND APPEARANCE

Richmond West Primary School believe that a school uniform:

- Provides practical and affordable clothing for students, reflecting equal opportunity and social justice.
- Facilitates identification of the school group which assists promotion of our school and enhances our presentation in the community.
- Fosters a sense of belonging and pride in our student group and their school leading to development of a positive school culture.

UNIFORM POLICY

General appearance

1. Students are expected to wear our school uniform in school colours (navy and orange) as specified.
2. All clothing should be labelled with the student's name to facilitate prompt return of lost items. Any unlabelled items of clothing will be put in the lost property box. Unclaimed items will be removed at the end of each term.
3. Students are expected to wear appropriate school uniform when participating in school excursions or outside sporting events.
4. Suitable footwear should be worn at all times (lace up leather shoes, runners). Thongs, open toed, slip on shoes or heeled shoes are inappropriate and unacceptable.
5. Students are expected to wear an approved hat in terms during SunSmart periods in accordance with our SunSmart Policy. Hats are not to be worn inside. Baseball caps are not acceptable.
6. Students are permitted to wear sunglasses during outdoor activities in accordance with our SunSmart Policy. Sunglasses should be close-fitting, wrap-around that meet the Australian Standards 1067 and cover as much of the eye area as possible.
7. The school sports uniform should be worn at appropriate sport events, navy shorts or track pants and orange polo top or Year 6 top or navy windcheater.

Jewellery hair and cosmetics

1. All shoulder length hair should be tied up to help restrict the spread of nits and lice and for student safety.
2. Students should not wear make-up including coloured nail polish to school. The only jewellery permitted is a watch and/or plain pierced ear-keepers, (sleepers and studs).

Support for families experiencing difficulty

Please contact the Principal or front office to discuss support that we may be able to provide to families experiencing difficulty meeting uniform costs, including information about eligibility for uniform support through State Schools' Relief. Further information about State Schools' Relief is also available on their website: https://www.ssr.net.au/

Richmond West Primary School also has uniforms available to families to borrow on request.

Non-Compliance

A note of explanation should be given to the class teacher if a student is out of school uniform. If a student needs to be out of uniform he/she should be dressed in clothing which is as similar as possible to the Richmond West Primary School Uniform.

For continual non-wearing of uniform, contact will be made via a note or personally by the class teacher to parents/guardians concerned. A signed note is to be returned to the Principal, acknowledging this fact.

If non-compliance with the dress code becomes a continued occurrence, the Principal will be informed and a phone call home may be required. In this event, the school will continue to work with the student and family to support compliance.

Students wearing non-compliant uniform items may be asked to change into a compliant item of clothing provided by the school.

Measures taken by Richmond West Primary School to address concerns about student non-compliance with the Uniform Policy will also be addressed in accordance with our Student Wellbeing and Engagement Policy.

PURCHASE OF UNIFORMS

Responsibility for the purchasing and selling of uniforms will rest with the uniform co-ordinator and/or Business Manager who will report to the Sub Committee of School Council.

1. The school will organise the purchasing and selling of school uniform through the Administration Office. Orders will be placed with manufacturers at regular intervals.
2. Annual stock take will take place and a Uniform Annual profit and loss statement will be reported to School Council.
3. New and second hand stock will be available for purchase. Parents may donate uniform items in good condition for re-sale.

EXEMPTIONS TO STUDENT DRESS CODE

We recognise that there may be situations where the application of this dress code may affect students unequally.

Students and their parents or carers may apply either in writing or in person to the Principal for an exemption to this Student Dress Code if:

- an aspect of this code prevents the student from complying with a requirement of their religious, ethnic or cultural beliefs or background
- the student has a particular disability or health condition that requires a departure from the dress code
- the student or their parents/carers can demonstrate particular economic hardship that prevents them from complying with the dress code.

When the Principal receives a request for an exemption, they will:

- consider the grounds for the exemption request
- explain the process to the student and/or their parents/carers
- encourage the student and/or their parents/carers to support their application with evidence.

The Principal or delegate will then try to negotiate a resolution that is acceptable to all parties. If an exemption is not allowed, then written reasons will be provided to the student and/or their parents or carers.

Camps and casual dress days:

Mufti days (non uniform days) and camps may be organised with the permission of the Principal.

- Students will continue to observe SunSmart policy requirements for wearing appropriate SunSmart head wear and clothing outside during SunSmart periods.
- T-shirts and other clothing featuring offensive language or graphics will not be worn at school or on camps.
- Singlets and tank tops are not to be worn at any time.
- For safety reasons, thongs, open toed shoes, slip on shoes or heeled shoes are not to be worn.
- A special top will be reserved for use by grade 6 students and may be worn at specified times.

CONCERNS ABOUT THIS STUDENT DRESS CODE

Richmond West Primary School welcomes feedback from the school community in relation to this Uniform Policy. If you have a concern or complaint about the Uniform Policy, further information about raising a concern or complaint is available in our school's *Complaints and Concerns Policy*.
School Council will evaluate regular formal and informal feedback from all members of the school community.

The uniform shop coordinator will report to Council via a monthly update to the management sub-committee with regard to any proposed uniform changes.

If the School Council makes a change to the dress code, students can continue to wear old uniform items for up to two years after the change. (Date of changeover needs to be publicised.)

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Included in staff induction processes and staff training
- Available publicly on our school's website communications platform (COMPASS)
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Included in parent handbook/manual
- Discussed at parent information sessions
- Discussed at student forums
- Reminders in our school newsletter
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

RELATED POLICIES

- Camps and Excursions Policy

- Complaints and Concerns Policy
- Student Engagement and Wellbeing Policy
- SunSmart Policy

The Department's Policy and Advisory Library (PAL):

- Student Dress Code
- Student Engagement

POLICY REVIEW AND APPROVAL

The uniform code has been formulated through the school decision-making process i.e. informal/formal discussions with staff, School Council Sub-Committee and School Council. Any change to this policy will go through the same process, and /or will be reviewed as part of the school's review cycle.

Policy last reviewed	March 2026
Approved by	Principal/School Council March 2026
Consultation	Leadership/School Council March 2026
Next scheduled review date	March 2028

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