Westgate Primary
School Uniform Policy

Review Summary

Adopted	09/2022
Review Cycle	1 year
Last Review	09/2026
Next Review	09/2027
Reviewed By	C Bethell, Headteacher

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Statement of Intent

Westgate Primary School believes that a consistent school uniform policy is vital for:

- Promoting the ethos of a school.
- Providing a sense of belonging and identity.
- Setting an appropriate tone for education.

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 provides the best value for money for both 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 a way that sets an appropriate tone for education.

In writing and updating this policy, the school will:

- 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 statutory 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 'Cost of school uniforms'
- DfE 'School Admissions Code'
- DfE 'Developing School uniform Policy'
- Equality and Human Rights Commission 'Preventing hair discrimination in schools'

This policy operates in conjunction with the following school policies:

- Complaints Procedures Policy
- Behaviour Policy

2. Roles and responsibilities

The Trust 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
- 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 how best value for money has been achieved in the uniform policy
- Ensuring compliance with the DfE's 'Cost of school uniforms' guidance

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

Staff members are responsible for:

- Ensuring that pupils dress in accordance with this policy at all times

- Reminding 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 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:

- Always wearing the correct uniform, 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 identity and community

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 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
- Parents with multiple children who are, or will be in the future, pupils at the school
- Parents of younger children, as they are likely to grow quickly and require new sets of uniform more frequently
- Parents of pupils with protected characteristics that may impact their ability to access the uniform due to costs
- LAC and PLAC

The school will evaluate the cost of its uniform based on the overall collection of uniform items that parents 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 will need to purchase multiples of certain items, e.g. shirts and socks, to ensure their child can come to school in clean uniform every day.

The school will seek to ensure that second-hand uniforms are available for parents to acquire. Information on second-hand uniforms and when they will be available to purchase will be published on the school's website and social media platforms.

Branded items are kept 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 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. Branded items

As of September 2026, the school will limit its branded uniform and PE kit to no **more than three items**.

The school will confirm with parents and pupils which branded uniform will be compulsory within the above limit and the specification of other optional branded items; all branded items whether compulsory or optional, will be kept to a minimum and generic alternatives will be permitted.

Parents will be informed of any requirements for generic alternatives of non-branded uniform, e.g. the colour, shade, fabric or fit, so that these items can be purchased appropriately.

A branded item will be deemed compulsory if a pupil is required to have or wear the item:

- For general use at school
- To travel to or from school
- To take part in any lesson, club or activity facilitated by the school.

The limit on branded items will apply to any branded bags and any items required only at specific times of the year e.g. summer uniform.

Where pupils can choose between different branded items, e.g. being able to choose between wearing a branded skirt or branded trousers, this will only count as one item as the pupil is only required to have one of those items.

When making decisions about compulsory branded items, the school will consider how it can maintain the benefits of a branded item while also keeping costs low. This may involve using sew-on or iron-on labels or limited branded items to longer-lasting items, rather than items that need to be purchased more frequently or in larger quantities, e.g. shirts.

Sew-on or iron-on logos applied to uniform items will be considered branded items and included within the school's prescribed limit of compulsory branded items.

All loaned or gifted branded items will be captured within the limit if they are required to be worn. Additional branded items may be loaned, given out, or made available for sale by the school; however, wearing such items will be optional.

Where optional branded items are made available, wearing an equivalent unbranded version of that item will also be permitted. Generic unbranded items worn by pupils will still need meet the requirements of this policy and should be fit for purpose.

For sporting activities and competitions, pupils will not be required to wear branded items to take part in an activity, unless these items count towards the limit on branded items. The school may give out free additional branded items for sporting competitions and events.

If a pupil is unable to wear a loaned branded item, e.g. for a medial or health reason, the school will allow them to wear a suitable alternative.

5. 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, while avoiding any direct or indirect discrimination on the basis of protected characteristics or socioeconomic status.

The relevant protected characteristics are:

- sex
- sexual orientation
- religion or belief
- race (including colour, nationality, ethnic or national origin)
- disability
- gender reassignment

The school will work to ensure that school uniform's cost does 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 and pupils are consulted over any changes to school uniform, and that views and advice is sought specifically from pupils, and parents of pupils, who:

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

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 endeavors 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.

Parents' concerns and requests regarding religious clothing are dealt with on a case-by-case basis by the headteacher and always in accordance with the school's Complaints Procedures Policy.

To avoid disproportionately impacting pupils of a certain race, the school will ensure that its uniform policy

does not constitute unlawful direct 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 pupils culture or ethnic origin e.g. Africa 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 | EHRC".

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.

6. Complaints and challenges

The school endeavors to resolve all uniform complaints and challenges locally and informally, in accordance with the school's Complaints Procedures Policy. To make a complaint, parents should refer to the Complaints Procedures Policy and follow the stipulations outlined.

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

Trustees are willing to consider reasonable requests for flexibility to allow a pupil to accommodate particular social and cultural circumstances. Where the subject of a complaint relates to a pupil's protected characteristic, the Trustees will carefully consider requests to vary this policy.

7. School uniform supplier

Our current school uniform supplier is:

TFS School and Dancewear

https://www.tfsclothing.co.uk/c/primary-schools/westgate-primary-school

Tel: **01322 291 838**

Email: enquiries@tfsclothing.co.uk

The school will retender the uniform contract regularly. The Trustees will be able to demonstrate how uniform is procured at the best value for money. The headteacher will work to ensure that the 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.

If the school proposes to change suppliers, it will reach out to suppliers by October in the determination year.

8. Finding and Consulting Suppliers

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

- consulting an industry body e.g. Schoolwear Association

- 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

The school will consider the environmental impact and sustainability of the uniform and how they are sourced.

9. Uniform Assistance

Second-hand school uniforms are kept in the school office; access to these uniforms are available upon request made to the Office Manager or FLO. Parents are invited to donate their child's uniform when they no longer need it. Second-hand sales are also held throughout the year.

10. Non-compliance

Before taking disciplinary action, the school will consider any reasons for non-compliance that may be outside of the pupil's control.

A considerate approach will be used to resolve any situations where it is suspected that financial hardship may be the reason a pupil has not complied with this policy.

Staff members are permitted to remind pupils of the required school uniform. Where appropriate communication will be shared with parents if inappropriate clothing is worn.

11. School Uniform

Clothing
The school uniform is as follows and is listed in the table on the next page:

Item	Optional or required	Branding	How to acquire	Cost per item from school supplier
Regular School Uniform				
Green sweatshirt or green cardigan	Required	Branded school logo on left-hand side	Sweatshirt and cardigan with logo available from TFS and second hand from school office.	Sweatshirt from £12.75 Cardigan from £13.75
White polo shirt or blouse	Required	No branding	Available from regular retailers.	N/A
Grey pinafore	Optional	No branding	Available from regular retailers.	N/A
Green gingham summer dress	Optional	No branding	Available from regular retailers.	N/A
Grey trousers/shorts or grey skirt	Required	No branding	Available from school supplier, second hand from school office and available from regular retailers.	N/A
Sensible, plain black shoes	Required	No branding	Available from regular retailers.	N/A
White or grey socks Black or grey tights	Required	No branding	Available from regular retailers.	N/A
PE Kit				
Coloured house T-shirt	Required	Optional School logo on left-hand side	Branded item available from school supplier and second hand from school office. Plain version can be puchased from regular retailers	Branded from £6.85
Plain black shorts	Required	No branding	Available from school supplier, second hand from school office and available from regular retailers.	N/A
Plain black tracksuit bottoms or leggings	Required	No branding	Available from regular retailers and second hand from school office.	N/A
Black plimsolls or black trainers	Required	No branding	Available from regular retailers.	N/A
Accessories				
School book bag	Required	School logo	Available from school supplier.	Branded from £10.50
Cap for summer	Optional	Optional School logo	Branded item available from school supplier. Plain version can be purchased from regular retailers.	Branded from £5.25
P.E Bag	Optional	Optional School logo	Branded item available from school supplier. Plain version can be purchased from regular retailers	Branded from £7.00
Water Bottle	Optional	No branding	Available from regular retailers.	N/A

Please note:

- Pupils who are wearing skirts must also wear white socks or tights.
- Trainers are not considered suitable footwear. High heeled or open toed shoes are not permitted.
- We invite children in Y1 to Y6 to come to school dressed in their PE kit on their designated PE days.

Jewellery

Permitted jewellery that may be worn is:

- One pair of plain stud earrings – no other piercings are permitted.
- A smart and sensible wrist watch, not a smart watch.

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 and science experiments.

Hairstyles and Headwear

The school reserves the right to make a judgement on whether pupils' hairstyles, hair colours or headwear is inappropriate for the school environment; however, we 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 considered where any judgements on appropriateness are to be made, and parents will always have the freedom to complain via the school's Complaints Procedures Policy.

Long hair, for pupils of all genders, should be tied back at all times, so that it does not impede their vision, cover their face or cause a health and safety risk. Children without their hair tied back will be provided with a hair band for the day. Long hair must be tied up during practical lessons, e.g. during PE.

No large hair bows or accessories may be worn. Small hair accessories are permitted but must be green or white in colour and bows should not be larger than the palm of the child's hand.

The following hairstyles are not considered appropriate for school:

- Brightly coloured, dyed hair
- Headwear with bold patterns or colours
- Excessive hair accessories
- Headwear featuring inappropriate words or images

Makeup and Cosmetics

Make-up, nail varnish, false nails and nail extensions are not permitted at school. Temporary tattoos are also not permitted. Pupils will be asked to remove these at home before returning to school.

12. Adverse Weather

All pupils will be advised to wear weather-appropriate clothing.

For hot temperatures, this includes wearing:

- Tops that cover the shoulder area.
- Sunhats
- Pupils will be advised not to wear any jumpers during heatwaves.
- If outside during break times, pupils not wearing sun safe clothing will be advised to stay in an area protected from the sun.

For cold temperatures, this includes wearing:

- scarves, gloves, coats and hats when outside
- warm jumpers
- trousers or skirts and thick tights.

13. Labelling

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

Any lost clothing is taken to the lost property box in the school office.

All lost property is retained for 4 weeks and is disposed of if it is not collected within this time.

14. Non-Uniform Days and personal items

When planning non-uniform days, the school will consider:

- Any impact it may have on attendance
- The expectations on appropriate clothing
- The Behaviour Policy
- The ability of pupils from low-income families to fully take part e.g. where costumes or dressing up are involved
- That participation should not be dependent on parents or pupils making a financial contribution.
- Clothing should be age appropriate and should not include crop tops and/or skimpy clothing.

15. Monitoring and review

This policy is reviewed annually by the headteacher. The scheduled review date for this policy is September 2027.