



PONTFRACT
ACADEMIES TRUST

Carleton High School Uniform Policy



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1. Policy Statement

1.1 Students are expected to achieve standards of excellence in all areas of school life, including uniform and appearance. An excellent standard of uniform supports excellent behaviour, equality amongst young people and reflects the pride that students have in being part of the school community. This policy is intended to:

- Set out the school's guidelines for uniform.
- To support the mission, vision and values of the Trust.

2. Policy Scope

2.1 The Trust has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory or Trust framework. The Trust has delegated day-to-day responsibility for implementing the policy to the headteacher.

2.2 The Senior Leadership Team and Student Liaison Officers have a specific responsibility to ensure the fair application of this policy and all members of staff are responsible for supporting colleagues and ensuring its success.

2.3 This policy should be read and understood by:

- All teaching and non-teaching staff involved in implementing and managing compliance with expected uniform standards in Trust Secondary Schools.
- Students
- Parents/Carers

3. Uniform Guide

3.1 Appendix A sets out the school uniform requirements. The items listed in Appendix A are required for all students or are listed as optional.

3.2 Specified items should be purchased from Trust approved uniform suppliers. Other items can be bought at a variety of retailers.

3.3 A different dress code may be required for school events. Such variations for all nonuniform events will be clearly specified and communicated to parents and students.

4. Personal Appearance

4.1 Subtle make-up is allowed and is defined as foundation (appropriate to the student's skin tone), black or brown mascara which should be worn discreetly, a small amount of neutral eyeshadow if required.

- 4.2 No eyeliner, blusher, bronzer is to be worn. If the school feels that a student's, make-up does not comply with the guidance above and is excessive then students will be asked to remove it.
- 4.3 False/strip eyelashes and or/eyelash extensions are not permitted. Students who come to school with eyelash extensions will not work in lessons. They will work in RESET (or another appropriate space) until they can have them removed. Students wearing false/strip eyelashes will be asked to remove them.
- 4.4 Students may wear a wristwatch.
- 4.5 The only jewellery that is permitted is one plain silver or gold stud. This should be worn in each lobe of the ear. No other piercings are allowed, e.g., nose studs or tongue piercings. They must not be left in and covered with plasters/clear piercings.
- 4.6 Students are not permitted to wear any other jewellery; rings, necklaces, bracelets/band.
- 4.7 Nail varnish or false/acrylic/gel nails are not allowed. Students who come to school with false/acrylic/gel nails will not work in lessons. They will work in RESET (or another appropriate space) until they can have them removed. Students wearing nail varnish will be asked to remove it.
- 4.8 Extreme hairstyles including shaved heads on a number 1 or less and unnatural colours are not permitted. The school reserves the right to judge each individual case on merit.
- 4.9 Any item used to cover hair for religious purposes must be navy or plain black.
- 4.10 Hair accessories such as bobbles and Kirby grips are permitted to tie hair back and must be navy, plain black, clear or natural hair colour.
- 4.11 Graffiti or writing on hands or arms for any reason is not permitted. Students will be asked to remove any graffiti.

5. Breaches of Uniform Policy

- 5.1 Correct uniform must be worn at all times.
- 5.2 Uniform will be checked on a daily basis to ensure students adhere to the policy and that students look smart and well presented. In the event that a student is in breach of the policy, they will be asked to correct the issue.
- 5.3 If a student cannot immediately correct the uniform issue, the school will try to remedy the breach if possible. For example, allowing the student to borrow an item

of uniform from the school's supplies (if it is available), giving make up wipes to remove make up etc.

- 5.4 In cases where it is not possible to address issues that breach the uniform policy, such as inappropriate hairstyles, acrylic nails, refusal to borrow the uniform, or unavailability of the uniform in a student's size etc., students will not work in lessons. They will work in Reset or another appropriate space.
- 5.5 In some circumstances the headteacher, or person authorised by the schools headteacher may ask a student to go home briefly to remedy a breach of the uniform policy.
- 5.6 Any jewellery that is in breach of the uniform policy will be confiscated. The first time it is confiscated a student will be permitted to collect it at the end of the day. In cases of subsequent instances in a term, parents will be required to pick up the item at their earliest convenience.
- 5.7 Students will not be suspended for wearing jewellery, having a mobile phone or any other breaches of the uniform policy. The school will however always ask students to correct the issue that the school has raised. These are reasonable requests.
- 5.8 If a student fails to comply with a reasonable request or persistently breaks the uniform rules then the school will issue a further sanction, which may include detentions, time in RESET or a suspension. This applies to all reasonable requests and not just those associated with uniform.
- 5.9 Skirts must be worn correctly (not rolled up or fastened to higher than the intended length). If a skirt is repeatedly worn too short, it will result in students losing the privilege to wear a skirt and they will be required to wear black tailored trousers.

6. Use of Electronic Devices

- 6.1 The use of electronic devices is not permitted on school grounds. The first time a device is confiscated a student will be permitted to collect it at the end of the day. In cases of subsequent instances in a term, parents will be required to pick up the item at their earliest convenience.
- 6.2 If a student chooses to bring a device into the school, it is their responsibility and at their own risk.

7. Pre-Owned Uniform

- 7.1 Pre-Owned Uniform will be available free of charge from the school.

7.2 The school cannot guarantee there will be uniform to fit all students as the service is solely dependent on donations.

7.3 Please contact the school to access the pre-owned uniform stock or to make a donation.

8. Policy Author

8.1 This policy is the responsibility of the **Directors of School Improvement**.

9. Policy Approval

9.1 This policy is approved by the **Trust's Executive Leadership Team (ELT)**, in line with the Trust's Scheme of Delegation.

9.2 This policy was approved by the ELT becoming effective on **15/01/2024**.

10. Policy Review

10.1 This policy will be subject of review every two years.

10.2 It will only be re-presented to the Executive Leadership Team for approval in the event of any material changes. Where the review results in no material changes, the previous effective date will continue to apply, however the last review date will be specified in this section.

10.3 This policy was last reviewed on **15/01/2024**.

11. Policy Distribution

11.1 This policy will be made available via:





- The Trust Website
- School Websites
- The Compliance Library




12. Version Control

12.1 The changes to this policy over time will be documented in line with the Policy Version. For ease of use this will be located in a separate document that can be accessed [here](#).





12.2 If you spot any broken links or errors within this policy, please report this to dpo@patrust.org.uk.



13. Appendix A

School Uniform – Carleton High School					
Uniform item	Image	Description	Required/ Optional	Generic item or branded with school logo	Where the item can be purchased from
Shirts		Plain white school shirt, with top button that is fastened and long enough to be tucked in.	Required	Generic item	Multiple retailers
Blazers		Blazers must be always worn on and around the school site, including corridors and open spaces/ dining halls etc. Sleeves must be rolled down. Within classes students may remove blazers. The headteacher will announce if blazers can be removed and carried in open spaces in the event of extreme hot weather.	Required	Branded item	Signature Retail Better and Bright Ltd
Tie		Clip on Tie, blue. Tie is to be fastened to the collar and cover the top button.	Required	Branded item	Signature Retail Better and Bright Ltd
Trousers		Plain black tailored trousers. The trousers must be appropriate school trousers with a loose fit and not jeggings, jeans, 'skinny fit', tight or short length trousers.	Required	Generic item	Multiple retailers

Skirts		<p>Skirts must be worn at a length appropriate to an educational setting; we consider this to be knee length. The school will apply a common sense approach to the definition of appropriate.</p> <p>Skirts must only be purchased from an approved uniform supplier. Skirts must be worn correctly (not rolled up or fastened to higher than the intended length) Skirts must always be worn with plain back opaque tights.</p> <p>If a skirt is repeatedly worn too short, it will result in students losing the privilege to wear a skirt and they will be required to wear black tailored trousers.</p>	Optional	Branded item	Signature Retail Better and Bright Ltd
Jumper		<p>V-neck knitwear navy jumper. A sweater material jumper is not permitted.</p>	Optional	Generic item	Multiple retailers
Shoes		<p>Plain black shoes that can be polished, leather or leather looking. (boots, trainers, heels, converse, backless, suede footwear are not allowed). All footwear must be completely black with a plain design; no logos, no stripes, no large decorative buckles, colored laces, studs or other decorations.</p>	Required	Generic item	Multiple retailers
Socks		<p>All students wearing trousers must wear plain black ankle length socks.</p>	Required	Generic item	Multiple retailers
Coats and Outdoor Jackets		<p>Coats and outdoor jackets must not be worn indoors and must be removed once inside any school building.</p> <p>Outdoor coats or hoodies are never to be worn under blazers at anytime.</p> <p>Hoodies and denim jackets are not allowed on school site.</p>	Optional	Generic Item	Multiple Retailers

Bag		<p>Containing a minimum of a black pen, purple pen, pencil, ruler and a planner.</p> <p>No bottles, planners or other large items (including food) are allowed in blazer pockets. These must be placed in the student's bag. Students are required to bring a bag to school every day and therefore all items should be stowed in this.</p>	Required	Generic item	<p>Multiple retailers</p> <p>Planner issued to students</p>
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PE Uniform – Carleton High School					
Uniform item	Image	Description	Required/ Optional	Generic item or branded with school logo	Where the item can be purchased from
Sports Polo Shirt		Unisex sports polo shirt. Light blue with school logo.	Required	Branded item	Signature Retail Better and Bright Ltd
Sports shorts		Unisex sports shorts. Navy Microtech with school logo. Black leggings are not permitted.	Required	Branded item	Signature Retail Better and Bright Ltd
Sports trainers		Appropriate durable trainers.	Required	Generic item	Multiple retailers
Socks		Navy with red hoop	Required	Branded item	Signature Retail Better and Bright Ltd
Reversible Rugby top		Navy/red with school logo	Optional	Branded item	Signature Retail Better and Bright Ltd

Fleece		Navy with white piping with school logo.	Optional	Branded item	Signature Retail Better and Bright Ltd
Skort		Navy with school logo. Black leggings are not permitted.	Optional	Branded item	Signature Retail Better and Bright Ltd