



# NOTRE DAME COLLEGE

## UNIFORM POLICY AND PROCEDURE (Knight Street and Year 9 Programme – Emmaus Campus - Only)

### 1.0 AIM

- To ensure students wear the full and correct College uniform in line with the College Uniform Code. (See appendix one).
- To ensure students wear the full and correct College uniform in an appropriate manner.
- To ensure students maintain their uniform in good repair at all times.
- To ensure students adhere to the College Uniform Code in relation to other aspects of their appearance (see appendix one).
- To ensure clear procedures and consequences for those students who fail to adhere to the above four points.

### 2.0 RESPONSIBILITY FOR POLICY IMPLEMENTATION

The College Leadership Executive is responsible for implementation of this policy.

### 3.0 DEFINITIONS

SWAD Meeting – Student Welfare and Discipline meeting.

### 4.0 PROTOCOLS & PROCEDURES

#### 4.1 College Expectations

- Students are expected to be in full and correct school uniform in accordance with the College Uniform Code (see appendix one).
- Students who are not wearing the full and correct College uniform are considered to be “out of uniform” and are expected to obtain an “out of uniform pass” prior to arriving at Pastoral Group each day. This pass must be carried by the student for the day and should be shown to staff on request.
- Students are required to wear their Physical Education uniform on days when they have double periods of Physical Education and/or VET Sport and Rec classes.
- Physical Education uniform is not to be worn for Outdoor Education classes unless advised by the teacher for a specific practical lesson. The teacher would email staff the class list and when they are to be in PE uniform.
- The wearing of Physical Education uniform for any other subject must be done with the permission of the Deputy Principal (Student Wellbeing).
- Full school uniform is to be worn on all other school days, except for inter school sports days or by a directive from a Head of House.
- Students are expected to adhere to the College Uniform Code in relation to other aspects of their appearance (see appendix one).
- The College uniform should be worn appropriately at all times.
- The College uniform should be maintained and be in good repair at all times.
- Students who are “out of uniform” are expected to bring a note from their parents/guardian each day to explain the reason why they are out of uniform.

## 4.2 Consequences

- Each time a student does not adhere to the above expectations a “uniform infringement” will be recorded against the students’ name.
- Students who receive a uniform infringement will complete a lunchtime detention within 24 hours of the infringement being issued.
- If a student has a further two uniform infringements and detentions recorded, the student will be excluded from the College until the student’s parent(s) makes an appointment to attend a meeting with the Head of House to resolve the matter.
- For every second uniform infringement recorded after this meeting, the student will be excluded from the College. The student and their parents will be required to attend a full Student Welfare and Discipline meeting to discuss the students continued defiance of the Colleges Uniform Policy and the consequences for this continual defiance.

## 4.3 Procedures

- During Pastoral Group, the Pastoral Group Leader will check student uniforms. Any student out of uniform without a school uniform pass will have a uniform infringement recorded on the electronic attendance roll. The Pastoral Group Leader will inform the student that they are expected to attend a lunchtime detention on that day by giving them an Out of Uniform Infringement slip.
- When a staff member observes or becomes aware that a student is not meeting College Expectations in relation to the Colleges Uniform Policy and Procedure (Please refer to College Expectations 4.1 a to g), the staff member is required to:
  - Complete a “Uniform Infringement Notice” and submit it to Staff Reception on that day.
  - Inform the student that they are to attend a lunchtime detention on that day if the infringement is given before the end of recess. If given after recess, the detention will be the next day.
  - Inform the student (depending on the uniform violation) one or more of the following:
    - If out of uniform without a pass to obtain an “Out of Uniform Pass” from their Head of House at the commencement of the next break (e.g. recess or lunch). **Head of House is to email the School Officers – Student Attendance – so the Out of Uniform can be recorded on the database.**
    - If the student is wearing the uniform inappropriately to rectify it immediately so the uniform is being worn appropriately.
    - If the student is in breach of the College Uniform Code re. Personal Items/Appearance e.g.:
      - Body Piercing/Jewellery – the students is to remove the body piercing/jewellery immediately. Please inform the Head of House when this is an ongoing issue.
      - Inappropriate makeup/nail polish – the student is to remove it at the commencement of the next break.
- Office Staff will record all uniform infringements on a data base (including those given by the School Officers – Student Attendance and teaching staff).
- Office staff will prepare a daily detention list that will be communicated to Heads of House and staff supervising detention.
- When a student receives 3 uniform infringements the Office Staff will notify the Office Manager and every second subsequent time after this.
- On receiving the first notification the Office Manager arranges for the completion of a text message to be sent to parents indicating the student has a lunchtime detention.

### **Students wishing to renegotiate the date of the detention:**

- These students are to see the Head of House to discuss the matter prior to the detention.
- If the detention is to be rescheduled the Office staff are to be advised of this via email from the Head of House. In order to ensure that the detention list is up to date.

### **Students who do not attend a scheduled detention:**

- The Head of House supervising the detention notifies the Office Manager and other Heads of House via email on the day of the detention the names of the students who did not attend.
- The Head of House follows up the absent student to determine the reason for their absence
- The Head of House determines whether the reason is acceptable. If the reason is acceptable the student is to sit the detention on another date specified by the Head of House. The Head of House will inform the office manager of the change of date via email.
- If the Head of House deems the reason to be unacceptable they will advise the student that they will be excluded at the end of the school day and that a letter to the students' parents will be sent to the student in class outlining the reason for the exclusion. The student is required to give this letter to their parents. The student is unable to return to school until their parent has made an appointment and attended an interview to discuss the matter with the Head of House.
- The Head of House advises the Office Manager that an exclusion letter is required for the student due to non attendance at detention. The Office Manager ensures the letter is completed, signed by the Head of House and sent to the student in class before the end of the school day. A text message to the parents of the student is also sent advising them the student has an exclusion letter.
- The Office Manager notifies the School Officers – Student Attendance, Heads of House and Pastoral Group Leaders via e-mail of the names of these students and that they will be absent until the matter is resolved.
- On resolution of the matter – the Head of House notifies, via email, the above people and informs them of the date and time of the student's return to class.

### **Repeat Offenders:**

#### **Three Uniform Infringements**

- A student who receives three uniform infringements within the year will automatically receive an exclusion.

#### **For every Second Uniform Infringement after Three Uniform Infringements: (Exclusion)**

- The student will automatically be excluded from the College at the end of the day.
- The parents of the student are required to arrange an appointment with the Head of House for a full SWAD meeting in order to resolve this issue.
- Those in attendance at the SWAD meeting will be:
  - The student (in full and correct uniform)
  - The parent(s)/guardian
  - Pastoral Group Leader (where possible)
  - Head of House
  - Principal or Deputy Principal
  - Counsellor (if Head of House believes appropriate)

- The Office Manager notifies the School Officers – Student Attendance, Heads of House and Pastoral Group Leaders via email of the name of the student and that the student will be excluded until the matter is resolved.
- On resolution of the matter, the Deputy Principal notifies via email the above people and informs them of the date and time of the students return to class.

**Please Note: A student who continues to defy the College Uniform Policy and is required to attend one or more Student Welfare and Discipline meetings within a term in relation to this matter, will continue to be excluded from the College for breaching the Colleges Uniform Policy.**

## **5.0 PROFESSIONAL DEVELOPMENT**

All teaching staff will be reminded annually and as required, via Staff Briefings and meetings, of the College Uniform Policy. Teaching staff new to the College will be advised of the policy via the Staff Handbook and induction meetings.

## **6.0 COMMUNICATION**

The policy and any changes to the policy will be communicated to the following:

- Parents
- Students
- All staff

## **7.0 ASSOCIATED POLICIES, PROCEDURES, AGREEMENTS, GUIDELINES & LEGISLATION**

Not applicable.

## **8.0 REVIEW TIMELINE**

This policy is to be reviewed in the 2020 school year by the Student Wellbeing and Management Team.



# NOTRE DAME COLLEGE

## UNIFORM CODE

All students are expected to wear the full and correct College uniform each day as outlined below. The uniform is to be worn appropriately and should reflect the personal pride each student has in themselves and their school. The student's uniform is to be clean and maintained in good repair at all times.

### 1. Uniform Requirements

#### a) Regular School Uniform:

##### GIRLS

###### Summer

- Grey, maroon and white checked College dress OR Girls College grey shorts and Girls short sleeve College shirt.
- College jumper (Year 12 – Navy Blue)
- Plain grey socks (no logo etc. permissible)
- College hat (Term 1 and Term 4)
- Black, polishable lace up traditional supportive school shoes which are fully enclosed and solid with a heel

###### Winter

- College skirt or slacks
- Long sleeve College shirt
- College tie
- College jumper (Year 12 – Navy Blue)
- Plain maroon or grey scarf (optional) (Year 12 Navy – optional)
- Plain grey socks (no logo etc. permissible) or tights
- Black, polishable lace up traditional supportive school shoes which are fully enclosed and solid with a heel

##### BOYS

###### Summer

- College grey tailored shorts or College grey tailored trousers
- Plain black belt (optional)
- Short/long sleeved College shirt
- College tie (if wearing long sleeved shirt)
- College jumper (Year 12 – Navy Blue)
- Plain grey socks (no logo etc. permissible)
- College hat (Term 1 and Term 4)
- Black polishable lace up traditional supportive school shoes which are fully enclosed and solid with a heel

###### Winter

- College grey tailored trousers or College grey tailored shorts
- Plain black belt (optional)
- Long sleeve College shirt
- College tie
- College jumper (Year 12 – Navy Blue)
- Plain grey socks (no logo etc. permissible)
- Black polishable lace up traditional supportive school shoes which are fully enclosed and solid with a heel

#### Example of appropriate school shoe:



#### b) Sports Uniform:

The sports uniform is **only** to be worn on days when students have practical classes in Physical Education and/or VET Sport and Recreation.

- College hat (Terms 1 and 4)
- Maroon College shorts (boys and girls)
- College pale blue polo shirt
- Plain white socks (a small logo or small stripe is permissible).
- College tracksuit pants
- Runners (traditional supportive athletic shoes)
- College rugby jumper (only to be worn with PE uniform)

#### Example of appropriate runners:



#### Please Note:

- \* The College blazer or the College jacket are the only permitted outer garments (optional).
- \* The length of the girls summer dress and winter skirt is to be no more than 8cm from the ground when the student is kneeling.
- \* Uniform changeover normally occurs in the last two weeks of terms one and three and the first two weeks of terms two and four. During these times students may wear either full summer OR full winter uniform. Any changes to these times will be advised to students.
- \* School hats must be worn for all of Term 1 and Term 4.

- \* **Additional headwear may only be worn if approved by the College. Additional approved headwear, such as turbans and hijabs, must be burgundy in colour.**
- \* **Uniforms are not to be defaced or signed.**
- \* **College backpacks are compulsory for students in Years 7-10 in 2019.**

## 2. Personal Items/Appearance:

Students are expected to be well groomed and neatly presented each day in accordance with the following:

### Jewellery:

- a watch
- one small flat ring
- a small religious medal or fine chain
- earrings – up to two plain sleepers or two studs in each ear lobe. These must be unobtrusive and small in size.

### Tattoos:

- are discouraged. Any tattoos are to be covered at all times.

### Body and Facial Piercings:

- a single clear, unobtrusive nose stud is permitted.
- No other facial piercings are permitted

### Makeup:

- this is discouraged, but if worn should be natural and unobtrusive.

### Nail polish:

- clear only.

### Hair accessories:

- are to be in College colours only ie: maroon, sky blue or grey. Navy for Year 12's only.

### Hair styles:

- Hair must be clean, neatly styled and natural in colour and be kept off the face. Extremes of hair fashion and hair styles such as dreadlocks, mohawks, shaven heads, sculpting, patterns shaved into the hair and unnatural hair colours such as pinks, purples, greens, reds etc are not acceptable. Please note these are examples only and do not form an exhaustive list. Students with hair longer than the collar must be able to tie their hair back for activities when required. The College reserves the right to determine what is extreme hair fashion, extreme hairstyles or an untidy appearance. Students in breach of appropriate hair expectations will be asked to correct the colour/style/appearance, and some may be asked to stay at home until colour/style/appearance is corrected. For further guidance please speak with the Head of House.

### Facial Hair:

- Boys are to be clean shaven at all times.

## 3. College Expectations in relation to the wearing of the College uniform

- Students are expected to be in full and correct school uniform in accordance with the College Uniform Code.
- Students who are not wearing the full and correct College uniform are considered to be “out of uniform” and are expected to obtain an “out of uniform pass” prior to arriving at Pastoral Group each day. This pass must be carried by the student for the day and should be shown to staff on request.
- Students are required to wear their Sports uniform on days when they have practical classes for Physical Education and/or Sport and Recreation. Regular school uniform is to be worn on all other school days.
- Students are expected to adhere to the College Uniform Code in relation to other aspects of their appearance.
- The College uniform should be worn **appropriately** at all times. This includes to and from school.
- The College uniform should be maintained and be in good repair at all times.
- Students who are “out of uniform” are expected to bring a note from their parents/guardian **each** day to explain the reason why they are out of uniform.

## 4. Consequences:

- Each time a student does not adhere to the above expectations a “uniform infringement” will be recorded against his/her name.
- Students who receive a uniform infringements will receive a lunchtime detention.
- If a student has a further two uniform infringements recorded within the term, the student may be excluded from the College until the students’ parent(s) make and attend an appointment with the students’ Head of House and the student (in full and correct uniform) to resolve the matter.
- For every second uniform infringement recorded after this meeting, the student will be excluded from the College. The student and their parents will be required to attend a full Student Welfare and Discipline meeting to discuss the students continued defiance of the College’s Uniform Code and the consequences of this continued defiance.

**Please note: If a student does not attend the scheduled lunchtime detention the student would normally expect to be excluded from the College until the student’s parents make and attend an appointment with the student (in full and correct uniform) to resolve the matter.**



# Notre Dame College Uniform Infringement Notice

Student: \_\_\_\_\_

PG: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Teacher: \_\_\_\_\_

Lesson / Time:

Reason for Uniform Infringement Notice (Please tick correct box)

| Wearing College Uniform inappropriately etc: |                          |
|----------------------------------------------|--------------------------|
| Shirt untucked                               | <input type="checkbox"/> |
| Top button(s) of shirt undone                | <input type="checkbox"/> |
| Tie hanging down                             | <input type="checkbox"/> |
| Dress length                                 | <input type="checkbox"/> |
| Other (please specify)                       | <input type="checkbox"/> |
|                                              | <input type="checkbox"/> |

| Out of Uniform without an Out of Uniform Pass eg: |                          |
|---------------------------------------------------|--------------------------|
| Jumper                                            | <input type="checkbox"/> |
| Shirt                                             | <input type="checkbox"/> |
| Tie                                               | <input type="checkbox"/> |
| Socks                                             | <input type="checkbox"/> |
| Shoes                                             | <input type="checkbox"/> |
| Jacket                                            | <input type="checkbox"/> |
| Skirt                                             | <input type="checkbox"/> |
| Pants                                             | <input type="checkbox"/> |
| Shorts                                            | <input type="checkbox"/> |
| Tracksuit pants                                   | <input type="checkbox"/> |
| Hat                                               | <input type="checkbox"/> |
| Wearing PE uniform on a Non-PE day                | <input type="checkbox"/> |
| Wearing Winter/Summer uniform on a PE day         | <input type="checkbox"/> |
| Other (please specify)                            | <input type="checkbox"/> |
|                                                   | <input type="checkbox"/> |

| Not conforming to Uniform Code re personal appearance eg: |                          |
|-----------------------------------------------------------|--------------------------|
| Makeup                                                    | <input type="checkbox"/> |
| Nail polish                                               | <input type="checkbox"/> |
| Jewellery (please specify)                                | <input type="checkbox"/> |
|                                                           | <input type="checkbox"/> |
| Hair                                                      | <input type="checkbox"/> |
| Hairbands, ribbons, clips etc                             | <input type="checkbox"/> |
| Body piercings                                            | <input type="checkbox"/> |
| Facial jewellery                                          | <input type="checkbox"/> |
| Tattoos                                                   | <input type="checkbox"/> |
| Other (please specify)                                    | <input type="checkbox"/> |
|                                                           | <input type="checkbox"/> |

**Teacher to tear off slip below and give to student**

✂.....  
**If you receive an infringement before Lesson 3 you are to attend lunchtime detention on the same day. For infringements given after recess, you are to attend detention the next day. Detention runs from 1:00-1:30pm in KE9 at Knight St and A2 at Year 9.**

**Failure to attend detention may result in exclusion.**



### OUT OF UNIFORM PASS

Name \_\_\_\_\_

P/G \_\_\_\_\_ Date Of Pass \_\_\_\_\_

Item(s) which are out of uniform: \_\_\_\_\_  
\_\_\_\_\_

Note provided YES  NO

Signature : \_\_\_\_\_

*This **OUT OF UNIFORM PASS** is only valid for the dates indicated above. It is to be carried by the student at all times and shown to staff on request. Students who do not obtain an Out of Uniform Pass and/or do not have a note from parents/guardians will have a uniform infringement recorded and will attend lunchtime detention at 1pm in KE9/A2 (Yr9).*



### OUT OF UNIFORM PASS

Name \_\_\_\_\_

P/G \_\_\_\_\_ Date Of Pass \_\_\_\_\_

Item(s) which are out of uniform: \_\_\_\_\_  
\_\_\_\_\_

Note provided YES  NO

Signature \_\_\_\_\_

*This **OUT OF UNIFORM PASS** is only valid for the dates indicated above. It is to be carried by the student at all times and shown to staff on request. Students who do not obtain an Out of Uniform Pass and/or do not have a note from parents/guardians will have a uniform infringement recorded and will attend lunchtime detention at 1pm in KE9/A2 (Yr9).*



### OUT OF UNIFORM PASS

Name \_\_\_\_\_

P/G \_\_\_\_\_ Date Of Pass \_\_\_\_\_

Item(s) which are out of uniform: \_\_\_\_\_  
\_\_\_\_\_

Note provided YES  NO

Signature \_\_\_\_\_

*This **OUT OF UNIFORM PASS** is only valid for the dates indicated above. It is to be carried by the student at all times and shown to staff on request. Students who do not obtain an Out of Uniform Pass and/or do not have a note from parents/guardians will have a uniform infringement recorded and will attend lunchtime detention at 1pm in KE9/A2 (Yr9).*



### OUT OF UNIFORM PASS

Name \_\_\_\_\_

P/G \_\_\_\_\_ Date Of Pass \_\_\_\_\_

Item(s) which are out of uniform: \_\_\_\_\_  
\_\_\_\_\_

Note provided YES  NO

Signature \_\_\_\_\_

*This **OUT OF UNIFORM PASS** is only valid for the dates indicated above. It is to be carried by the student at all times and shown to staff on request. Students who do not obtain an Out of Uniform Pass and/or do not have a note from parents/guardians will have a uniform infringement recorded and will attend lunchtime detention at 1pm in KE9/A2 (Yr9).*



**PASTORAL GROUP**  
**UNIFORM INFRINGEMENT SLIP**

Name \_\_\_\_\_

P/G \_\_\_\_\_ Date of Infringement \_\_\_\_\_

Item(s) which are out of uniform: \_\_\_\_\_

\_\_\_\_\_

Signature (PGL/HOH):

\_\_\_\_\_

*As a consequence of being out of uniform without a pass, you have lunchtime detention today at **1pm in KE9/A2 (Yr 9)**. Failure to attend may result in exclusion from the College.*



**PASTORAL GROUP**  
**UNIFORM INFRINGEMENT SLIP**

Name \_\_\_\_\_

P/G \_\_\_\_\_ Date of Infringement \_\_\_\_\_

Item(s) which are out of uniform: \_\_\_\_\_

\_\_\_\_\_

Signature (PGL/HOH):

\_\_\_\_\_

*As a consequence of being out of uniform without a pass, you have lunchtime detention today at **1pm in KE9/A2 (Yr 9)**. Failure to attend may result in exclusion from the College.*



**PASTORAL GROUP**  
**UNIFORM INFRINGEMENT SLIP**

Name \_\_\_\_\_

P/G \_\_\_\_\_ Date of Infringement \_\_\_\_\_

Item(s) which are out of uniform: \_\_\_\_\_

\_\_\_\_\_

Signature (PGL/HOH):

\_\_\_\_\_

*As a consequence of being out of uniform without a pass, you have lunchtime detention today at **1pm in KE9/A2 (Yr 9)**. Failure to attend may result in exclusion from the College.*



**PASTORAL GROUP**  
**UNIFORM INFRINGEMENT SLIP**

Name \_\_\_\_\_

P/G \_\_\_\_\_ Date of Infringement \_\_\_\_\_

Item(s) which are out of uniform: \_\_\_\_\_

\_\_\_\_\_

Signature (PGL/HOH):

\_\_\_\_\_

*As a consequence of being out of uniform without a pass, you have lunchtime detention today at **1pm in KE9/A2 (Yr 9)**. Failure to attend may result in exclusion from the College.*