



## Senior School Uniform and Grooming Policy

# Saint Stephen's College

### Uniform and Grooming Policy

- Students are expected to wear the College Day Uniform while at school and while travelling to and from school, either by bus or by private transport. This includes the wearing of their day hat;
- Students are expected to arrive and depart each day in the appropriate full College uniform. This includes wearing the uniform as it is intended and with pride. Whilst off campus, students are expected to wear the College uniform to the standard expected on campus;
- Students in Years 7 to 12 are to change into their sports uniform for HPE at the break before and after the lesson or during tutor group for lessons before recess. The sports uniform can be worn by students in Years 7 to 12 on their allocated APS sport day and home after APS sport training;
- Other uniforms, such as House and specific sport uniforms, may be worn at specific events or when permission is granted by the Headmaster or his delegate;
- All uniforms must be worn complete, including appropriate shoes and hats, and not mixed e.g. Students are not permitted to wear tracksuit tops with their day uniform;
- Belts should be worn where the uniform allows. Hats must be kept clean and in good condition or be replaced. The general uniform should always be worn in a presentable and neat appearance.

### Exemptions

- Students are always required to wear (not carry in hand) a College hat (sports cap or formal 'day' hat) while wearing the uniform and exposed to the sun;
- The exemption system is designed to give every student three chances for the 'odd item' forgotten each term;
- If students arrive at school with ANY item of their uniform missing for any reason, they must report immediately to the Student Welfare Centre to obtain a uniform exemption. These will be available before school starts and must be obtained prior to Tutor Group. If students are late to school they should ask for an exemption as they sign in;
- Accessing more than three exemptions in a Term will result in a Thursday detention from 3.30pm to 5.00pm being issued;
- Exemptions are not available for deliberately flouting College expectations, such as wearing make-up or wearing Sports Uniform to school on a day that the Day Uniform should have been worn;
- If a student requires an exemption for more than one day e.g. delay in the availability of an item of uniform, they should bring a note from a parent to arrange an extended exemption with their Head of Year.

### Uniform

- The 'wearing' of the uniform is fundamental to reflecting the values and expectations of the College. Where long sleeves are worn, such as with jumpers, blazers or long-sleeved shirts, the sleeves must be worn down at all times and are not to be rolled up. The only exception may be a classroom activity where the teacher directs students to do so, such as an art or science lesson, and in this case, the sleeves must be returned to the correct position prior to the completion of that class;
- Girls' skirts must be of an appropriate length i.e. on the knee or below;
- Boys' socks must be pulled up and secured so that they remain in the position through the day;
- Girls are to wear the College socks. Socks must be worn at the correct length, which is pulled up above the ankle and must not be rolled or folded down below the ankle at any time;
- Sport shoes should not be fluorescent in colour and must be appropriate for sport, unlike flat skate style footwear or casual shoes. Students can change into shoes specific for their chosen sport e.g. basketball shoes;
- School shoes should be fully enclosed upper leather shoes with a small heel and not the ballet or open buckle and strap style shoes. They should have non-marking soles. There should be no obvious branding.

## **Hair and Grooming**

- Hair must be neat, tidy, clean and ‘off the face’ for both boys and girls. There should be no significant variance in length;
- Boys must ensure that their hair is cut in such a style as to be out of their eyes, above the lower part of the ears and off the collar;
- Girls with hair below the collar must tie it back with a navy, rust, cream or plain black ribbon/scrunchie or College ribbon;
- Extreme hairstyles are not acceptable nor are any obvious colour changes. Hair is to appear ‘natural’ at all times, and must be one even colour with one colour only. The use of hair products, such as gel, wax and mousse are not permitted;
- Make up (foundation, skin colour moisturisers, tinted sun protection creams, mascara, eyeliners and lipstick or the equivalent) are not to be worn at any time;
- Apart from a plain watch, jewellery is not to be worn at school. Anklets are not permitted. In the event that girls have their ears pierced, one plain silver or gold small stud or sleeper may be worn in the lower ear lobe of each ear only. No other piercing is permitted, including the use of clear studs;
- If students wish to wear a plain cross or other symbol of religious significance, they need to ensure that it is concealed under the College uniform;
- Nail polish, including varnish, French tips and gel/acrylic, is not to be worn at any time;
- Students who do not meet uniform expectations may be sent home until the situation is addressed.
- If students choose to wear jewellery that is not permitted, they will have it confiscated and delivered by the classroom teacher or Tutor to the Head of Year. It will be secured in a ‘safe place’ until it is claimed by the student at the arranged date and/or time. In most circumstances, the item will be returned at the end of the day in the first instance, the end of the week in a second instance, and the end of term in a third or more instances. The item will be kept in an envelope with the student’s name and details on to ensure its safe return. Parents are able to personally meet with the Head of Year to get an item returned at any time; however, at that time the Head of Year will seek an assurance from the student and parent that the item will not return to the College or the above arrangements will apply as normal.