



**Ballyclare Secondary School**

**Uniform and  
Attendance Policy**

# **BALLYCLARE SECONDARY SCHOOL**

## Uniform and Appearance Policy 2016



### **1. Rationale**

Research indicates that maintaining high standards of uniform and appearance helps with creating a positive school identity, reducing social barriers; creating self-esteem and self-respect; and a sense of order. Some aspects of this uniform and appearance policy relate to Health and Safety concerns.

Ballyclare Secondary School has a very smart uniform. It looks its best when clean and tidy and well looked after. The school expects pupils to travel to and from school wearing school uniform correctly.

The uniform includes the school crest of Ballyclare Secondary School, and it is a symbol of personal excellence, respect and responsibility to the local and wider community. Accordingly, the school has an interest in how the uniform is worn inside school and outside school.

We believe that high standards of School uniform and appearance can help all pupils by setting an appropriate tone for our conduct; instilling pride; supporting positive behaviour and discipline; encouraging identity with and support for the school ethos; ensuring pupils of all races and backgrounds feel welcome; protecting children from social pressures to dress in a particular way; and nurturing cohesion and promoting good relations between different groups of pupils. We also believe that having high standards of school uniform supports effective teaching and learning.

Adherence to our high standards of uniform is regarded as an indicator of positive behaviour. Refusal to adhere to uniform standards will therefore be seen as a refusal to abide by school rules and sanctions will be applied accordingly.

Uniform regulations apply to anyone when the uniform is worn outside school at trips or other events.

### **PE UNIFORM**

Advice given to parents and guardians upon entry to school clearly states the correct daily and PE uniform. It is expected that pupils will bring the correct items of uniform and wear them in the correct way during PE and games classes and when representing school in a sporting event.

### **PRACTICAL AND AFFORDABLE**

A school uniform should be as affordable and practical as possible and represent value for money for families. A well cared for uniform is the most effective way to ensure durability and value for money.

## **2. Uniform and Appearance Ethos:**

Some may argue that strict adherence to school uniform is 'stifling to individuality', but in Ballyclare Secondary School we refute that argument. One of the highest values we promote is that of teamwork, and there is no one who would make such a claim of stifling individuality against any professional sports team or business.

The values we promote about uniform to all our pupils are based around ten areas we care deeply about:

### **We care about Uniform and Appearance because:**

**1) We care about Equality** - Uniform is a great leveller, it is an outward sign that all pupils are equal. Less competition, less keeping up with fashion, less distractions.

**2) We care about Preventing Bullying** - There is less opportunity for bullying with a school uniform.

### **3) We care about Standards of presentation (and so do employers)**

As long as it is worn correctly, uniform provides us with a sense of identity and pride in our school. Mornings become easier, and it removes the "what to wear" dilemma.

### **4) We care about Belonging**

Uniform gives us a common identity and a sense of belonging.

### **5) We care about Practicality**

Our uniform is designed to withstand wear, tear and life in school much better than high street fashion items. It also creates a more work-like atmosphere.

### **6) We care about Better Behaviour**

We behave better when we wear our uniform correctly; it is a symbol of our school's set of expectations as to what is and isn't acceptable, and we behave accordingly.

### **7) We care about Rules**

We learn the importance of obeying rules even if we don't like them, a valuable lesson for life. When we wear our uniform, we know we must follow our rules.

**8) We care about Doing Things Right** – If something is worth doing, it is worth doing to the best of our ability, and that is why it's not just about wearing our uniform, but wearing it with pride. This means it should be correct, clean, tidy, top buttons in, and shirts tucked in.

### **The Responsibilities of Pupils**

It is the responsibility of our pupils to make themselves aware of the uniform regulations. These are provided, before the start of the academic year to their parents. Pupils should understand from these regulations:

- The correct uniform to be worn, and,
- The correct way in which the uniform should be worn.

Pupils should also be aware that failure to follow these regulations may lead to sanctions, which are outlined in this policy. Pupils in the senior school and especially those with the position of School Prefect have responsibility as a role model and so the way in which they wear their uniform must be exemplary. Consequently a student who fails to follow the regulations will not be able to continue to hold this position.

### **The Responsibility of Parents**

Parents/Carers should be familiar with the uniform regulations provided by the school and should facilitate their child/children in obtaining the correct items. Parents are expected to support the school in its insistence that their son/daughter follows the regulations. If disciplinary action proves necessary then parents will be expected to support the school in the enforcement of whatever action is deemed necessary.

### **The Responsibility of Staff**

The Class Teachers will ensure that the pupils in their class are made aware of the contents of this policy. It is the responsibility of all staff to familiarise themselves with the uniform regulations as issued to parents. It is expected that all staff will help to ensure that the uniform regulations are followed. Consequently the Class Teacher and the Subject teacher will both play a vital role in promoting high standards of uniform.

### **3. Promotion of High Standards of Uniform and Appearance**

All Staff have a very important role to play in maintaining a high standard of uniform in the school. They can do this in the following ways:

- i. In Class Assembly those pupils not in full school uniform should be taken note of and spoken to about the matter. In circumstances where there is a genuine reason for uniform standards not being met (medical, temporarily misplaced etc.) a written explanation from home must be provided on the first day.
- ii. Class Teachers should send persistent offenders to the Year Teacher who will decide what action is to be taken after consulting with Senior Staff in difficult cases. This may include going on Daily report.
- iii. Senior Staff may ask Class Teachers or Year Heads to withdraw a pupil from general circulation and keep him/her in the Teacher's room for the day if uniform or appearance is not acceptable. Work will be provided for the pupil so that they do not miss out on their learning until their uniform meets acceptable standards.
- iv. The Principal Mrs Bell, or a person authorised by Mrs Bell, may ask a pupil to go home briefly to remedy a breach of the school's rules on appearance or uniform. This is not an exclusion but an authorised absence. However, if the pupil continues to breach uniform rules in such a way as to be sent home to avoid school, or takes longer than is strictly necessary to effect the

change, the pupil's absence may be counted as unauthorised absence. In either case the pupil's parents must be notified and the absence should be recorded.

#### **4. Standard of Uniform and Appearance**

##### **GIRLS UNIFORM**

<b>Blazer</b>	Royal blue blazer with school badge.
<b>Skirt</b>	Royal blue, knee length, four gore skirt. (Years 8, 9 and 10)  Royal blue, knee length, straight skirt with kick pleats (Years 11 -14)
<b>Blouse</b>	White school blouse.
<b>Tie</b>	School tie, worn to at least the fifth shirt button in length.
<b>Pullover</b>	Grey long sleeved V-necked sweater or plain grey cardigan.
<b>Socks</b>	Grey knee length socks. Plain grey may be worn in cold weather
<b>Coat</b>	Plain navy, blue or black outdoor coat.
<b>Shoes</b>	Black, sensible, formal leather shoes, no high heels, no platforms or ballet pump or plimsoll style shoes. Casual trainers of any kind are unacceptable. 'Converse' style shoes or boots (Multiple eyelets) are unacceptable whether in canvas or leather. Shoes with logos, symbols, flashes of colour or brand names are not acceptable.
<b>Scarf</b>	A navy scarf is available from the school office.
<b>Jewellery</b>	Girls are allowed to wear <b>one</b> stud in each <b>earlobe</b> and <b>one</b> ring. All other jewellery, earrings and facial piercings including tongue bars are not permitted in Ballyclare Secondary School.  Excessive make-up is not to be worn in school.  Only <b>clear</b> Nail Varnish is permitted, no other colour. All Nail Varnish may be requested to be removed where hygiene is an issue in specific subject areas.  Excessive hairstyles or extreme hair colouring will not be permitted. Hair must be natural in colour.

##### **BOYS UNIFORM**

<b>Blazer</b>	Royal blue blazer with school badge.
<b>Trousers</b>	Dark grey or Black
<b>Shirt</b>	White school shirt.
<b>Tie</b>	School tie, worn to at least the fifth shirt button in length
<b>Pullover</b>	Grey, long sleeved V-necked sweater.
<b>Socks</b>	Grey socks.

- Coat** Plain navy, blue or black outdoor coat.
- Shoes** Black formal sensible leather shoes. Casual trainers of any kind are unacceptable. 'Converse' style shoes or boots (Multiple eyelets) are unacceptable whether in canvas or leather. Shoes with logos, symbols, flashes of colour or brand names are not acceptable.
- Scarf** A navy school scarf is available from the school office.
- Jewellery** Boys are allowed to wear **one** ring. All other jewellery, earrings and facial piercings including tongue bars are not permitted in Ballyclare Secondary School.
- Extreme hairstyles or extreme hair colouring will not be permitted. Hair must be natural in colour. Boys are expected to be clean shaven.

### Special Points:

- **Uniform should be worn correctly at all times:** top buttons properly in, tie is the correct length and pushed up fully, shirt is fully tucked in neatly, blazer on, undergarments are plain white and not protruding above the collar line.
- **'Hoodies'** – of any kind or description are not to be worn with the school uniform at any time. The only exception to this rule is the official school branded hoodie which may be worn **over the blazer** when travelling to and from school.
- **Sweatshirts or zip up tracksuit tops** of any type or colour must not be worn under the blazer at any time – only a school jumper or cardigan is permitted.
- **Outdoor coats** – The only outdoor coats acceptable are plain Navy, Blue or Black outdoor coats. Denim, Parka and Bomber jackets are **not** allowed as outdoor coats.
- **Blazer** - Blazers are compulsory for all pupils. As they are so expensive, good care should be taken of the blazer. It must be worn to and from school, in corridors and it must be treated with respect. The blazer may be removed in class with the teacher's permission.
- **Names must be on all garments** including PE kit.

### Physical Education Kit

#### **Boys PE Kit**

- Royal blue/navy blue/amber Kukri polo shirt
- Royal blue/navy blue/amber Kukri Rugby

#### **Girls PE Kit**

- Royal blue/navy blue/amber Kukri polo shirt
- Navy blue /royal blue /amber Kukri skirt

### **Optional Physical Education Kit**

- Navy blue/ royal blue/amber Kukri smock top
- Navy blue/ royal blue/amber Kukri track bottoms
- Royal blue/navy blue/amber Kukri hooded top (to be worn for sport only, not with the regular uniform)

### **Disputes over Uniform and Appearance**

Some aspects of uniform and appearance are subjective and the Board of Governors and School Leadership reserve the right to rule on matters of subjectivity.

The rules and regulations outlined above are neither exhaustive nor exclusive and the Board of Governors and School Leadership reserve the right to rule on all matters pertaining to the uniform and appearance of Ballyclare Secondary School Pupils.