

# Hitchin Girls' School Uniform Policy



**Date of issue: September 2023**

**Trust Board approval: September 2023**

**Review date: July 2024**

**Aspiration Perseverance Kindness Respect Positivity**

Community - Family - Relationships

## 1. Aims

Students at Hitchin Girls' School are proud to wear the uniform that represents their school and our community. Our uniform supports equity and enables inclusion for all.

Through our uniform policy and expectations we aim to:

- Encourage pride in the school.
- Encourage a sense of equality and cohesion.
- Protect students from social pressures to dress in a particular way.
- Ensure that students of different social, religious and ethnic groups feel welcome.
- Support teaching and learning.
- Provide a safe and secure environment in which students learn how to dress appropriately.

This policy aims to:

- Set out our approach to requiring a uniform that is of reasonable cost and offers the best value for money for parents and carers.
- Explain how we will avoid discrimination in line with our legal duties under the Equality Act 2010.
- Clarify our expectations for school uniform.
- Outline the consequences for students who choose not to adhere to the uniform code.

## 2. Our school's legal duties under the Equality Act 2010

The [Equality Act 2010](#) prohibits discrimination against an individual based on the protected characteristics, which include age, sex, disability, race, religion or belief, pregnancy and maternity, and gender reassignment.

To avoid discrimination, our school will:

- Give all students the opportunity to wear the uniform they feel most comfortable in or that most reflects their self-identified gender in line with our uniform list.
- Make sure that our uniform costs the same for all students.
- Allow students to request changes to swimwear for religious reasons or gender identity reasons.
- Allow students to wear headscarves and/or other religious garments in line with our uniform list.
- Allow students with sensory or physical needs to make reasonable adaptations to their uniform depending on their specific needs.
- Allow for reasonable adaptations to our policy on the grounds of equality in relation to their protected characteristics by asking students or their parents/carers to get in touch with their child's Head of Year, who can answer questions about the policy and respond to any requests. These will be considered on a case-by-case basis.

### 3. Limiting the cost of school uniform

Our school has a duty to make sure that the uniform we require is affordable, in line with statutory [guidance](#) from the Department for Education on the cost of school uniform.

We understand that items with distinctive characteristics (such as branded items, or items that have to have a school logo or a unique fabric/colour/design) cannot be purchased from a wide range of retailers and that requiring many such items limits parents' ability to 'shop around' for a low price. A full review of our uniform was completed in the academic year 2021-2022 in order to meet these guidelines.

We will make sure our uniform:

- Is available at a reasonable cost.
- Provides the best value for money for parents/carers.

We will do this by:

- Carefully considering whether any items with distinctive characteristics are necessary.
- Limiting any items with distinctive characteristics i.e. our school badge where possible.
- Considering cheaper alternatives to school-branded items as long as this doesn't compromise quality and durability.
- Avoiding specific requirements for items students could wear on non-school days, such as coats, bags and shoes.
- Keeping the number of optional branded items to a minimum, so that the school's uniform can act as a social leveller.
- Avoiding different uniform requirements for each different year/class/house groups.
- Avoiding different uniform requirements for extra-curricular activities.
- Considering alternative methods for signalling differences in groups for inter school competitions, such as creating posters or labels.
- Making sure that arrangements are in place for parents to acquire second-hand uniform items and through the [Hitchin Educational Foundation](#).
- Avoiding frequent changes to uniform specifications and minimising the financial impact on parents of any changes.
- Consulting with parents and students on any proposed significant changes to the uniform policy and carefully considering any complaints about the policy.

### 4. Expectations for school uniform

- All uniform must be worn correctly and as the manufacturer intended.
- No adaptations or additions can be made, unless authorised under Equality Act (2010) provisions – see section 2.
- All uniform items must be clearly and permanently named.

**Required (Years 7 - 11):**

Item	Details
<b>Skirt</b>  <b><u>and/or</u></b>  <b>Trousers</b>	Dark navy skirt with pleats and <i>embroidered badge available from Beat School Uniform</i> . Skirts are available in a range of lengths and waist sizes in order that <u>they can be worn broadly in line with the knee or longer. Skirts must not be rolled or gathered.</u>  Plain black school trousers with <i>embroidered badge available from Beat School Uniform</i> .
<b>Jumper</b>	Dark navy V neck pullover with <i>embroidered badge available from Beat School Uniform</i> . <u>Cardigans are not permitted.</u>
<b>Shirt</b>	White, open-necked, revere style, short or long sleeves - <b>available widely.</b>
<b>Coat</b>	Any colour is allowed but <u>must not display large branded names/logos or slogans. No denim, no leather/faux leather, no corduroy</u> HGS PE Swacket may be worn as a school coat if purchased. <u>Hoodies/sweatshirts are not permitted at any time.</u>
<b>Socks</b>	Plain white, black or dark navy socks either ankle or knee length, <u>no logos/brands to be visible</u> - <b>available widely.</b>
<b>Tights</b>	Dark navy, black or flesh coloured, <u>not to be worn with socks or rips</u> - <b>available widely.</b>
<b>Shoes</b>	Sensible style in choice of plain black or dark brown with a low heel - <b>available widely.</b> <u>No trainers, or shoes that resemble trainers, are permitted at any time.</u> <u>Boots may not be worn at any time.</u>
<b>Bags</b>	A sensible, sturdy bag suitable for school is required that allows for the safe transport of Chromebooks and other belongings.
<b>Lanyard</b>	Students must wear their House lanyard at <u>all times when on the school site</u> as a safeguarding measure unless directed otherwise by a member of staff.

**Required: Years 10 and 11 Only**

<b>Blazer</b>	Dark navy blazer with the Hitchin Girls' School embroidered badge <b>available from Beat School Uniform.</b>
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**Required: PE Kit**

<b>PE Polo Shirt</b>	Contrast polo shirt (navy/yellow) - <b>available from Beat School Uniforms.</b>
<b>Skort <u>or</u> shorts <u>or</u> sports leggings</b>	<u>Skort</u> Dark navy/yellow - <b>available from Beat School Uniforms.</b>  <u>Shorts</u> Plain, dark navy shadow stripe shorts - <b>available widely.</b>  <u>Sports leggings</u> Plain navy with HGS logo on leg - <b>available from Beat School Uniforms.</b>
<b>Trainers</b>	Intended for active sport use (not fashion trainers). <u>Any colour except black, with non marking soles</u> - <b>available widely.</b>

<b>Hockey socks</b>	Dark navy blue knee length - <b>available widely.</b>
<b>Hockey boots <u>or</u> football boots</b>	No metal studs - <b>available widely.</b>

### Optional: PE Kit

<b>Navy base layer long sleeve top</b>	To be worn under PE Polo Shirt in cooler months if wanted - <b>available widely.</b>
<b>Tracksuit bottoms</b>	With HGS logo - <b>available from Beat School Uniforms.</b>
<b>Tracksuit top</b>	Top with HGS logo - <b>available from Beat School Uniforms</b> and may be worn as jacket/coat for everyday school use if wanted.
<b>Swacket</b>	Dark navy/yellow with HGS logo - <b>available from Beat School Uniforms</b> - may also be worn as a school coat if wanted.

### Required: PE Equipment

<b>Gum shield and shin pads</b>	Students are <u>required to wear a gum shield and shin pads</u> for hockey - <b>available widely.</b>
<b>PE bag</b>	Appropriate PE bag - student's own choice - <b>available widely.</b>

- Please note that a **hockey stick/tennis racket** will be provided by the school for use in lessons but if a student wishes to bring their own they are very welcome to.
- All items must be labelled with the student's name and tutor group.
- There are many options available for getting name labels:
- **Beat School Uniforms provides** the following: [Name Labels - Hitchin Girls' School](#)  
[www.mynametags.com](http://www.mynametags.com) are also excellent and are washing machine, tumble dryer and dishwasher safe.
- Uniform can also be purchased from our nearly new uniform stock which is available throughout the school year. These items have been donated by students and families in order to recycle good quality items and produce a sustainable cycle for HGS families who wish to utilise it. Please email [admin@hgs.herts.sch.uk](mailto:admin@hgs.herts.sch.uk) for further details.

### Religious Items

<b>Headscarves</b>	If a student wishes to wear a headscarf for religious reasons then they should be plain and in school colours i.e. navy, black or white.
<b>Other items</b>	Where a request is made to wear a religious item which is not compliant with the school uniform policy and it can be reasonably demonstrated that the wearing of the item is of <u>exceptional</u> importance to that person's religious belief then such requests shall be considered by the school on a case by case basis and on balance with any applicable safeguarding, health and safety or other requirements of the school.

## Hair, Jewellery, Make-up and Nails

<b>Hair</b>	Hair must be natural colours only.
<b>Jewellery</b>	<p>No jewellery is permitted except for; a watch, <b>one</b> small stud in each ear. <u>All other ear, facial, tongue or body piercings (including clear retainer studs) are not permitted.</u></p> <p>Studs must be removed during all practical PE lessons for health and safety reasons. Putting tape over piercings is not an option as it does not negate risk. Any student wishing to get a piercing for the first time must do so at the <b>start of the six week summer holiday</b> to allow time for it to heal so that it can be removed in preparation for the new school year.</p>
<b>Make-up and nails</b>	Make-up, if worn, needs to be discrete. <u>Tattoos, false eyelashes/eyelash extensions, nail varnish, false nails, gels and acrylics are not permitted.</u>

## Sixth Form Uniform

Students who are successful in attaining a place in the Sixth Form will be required to wear the following uniform in September.

<b>A skirt, dress or trouser suit.</b>	<ul style="list-style-type: none"><li>❖ Jackets are a compulsory part of the uniform.</li><li>❖ The suit can be worn with their own choice of shirt or top in any colour, but without logos.</li><li>❖ Skirts must be of a reasonable length for work.</li><li>❖ Stretch tube skirts, combat style trousers and leggings are not acceptable.</li></ul>
<b>Shoes or boots</b>	<ul style="list-style-type: none"><li>❖ Shoes or boots may be worn but no 'Ugg' style boots, plimsolls or trainers will be accepted.</li></ul>
<b>Jewellery, make-up and hair</b>	<ul style="list-style-type: none"><li>❖ Students can have only one face piercing visible. This is a single nose piercing and students may only wear a stud.</li><li>❖ Hair and make-up should be worn in natural colours.</li></ul>
<b>Lanyard</b>	<ul style="list-style-type: none"><li>❖ Students must wear their House lanyard at all times when on the school site as a safeguarding measure unless directed otherwise by a member of staff.</li></ul>

## Sanctions for not meeting uniform expectations

- A student who does not meet our uniform expectations will be asked to correct it immediately. If a student is unable to rectify the infringement, it will be recorded on Go4Schools and followed up by the Form Tutor and/or Head of Year. If a student **refuses** to rectify the infringement, they will be issued with at least a 60 minute after-school detention depending on the level of defiance for failing to follow instructions without argument or comment in line with the school's Behaviour for Learning policy.
- In the case of jewellery and other accessories, the student will be asked to remove the item, which will then be confiscated until the end of that half-term. If a student **refuses** to hand over the item, they will be issued with at least a 60 minute after-school detention, depending on the level of defiance, for failing to follow instructions without argument or comment in line with the school's Behaviour for Learning policy.
- If a student **repeatedly fails to meet our uniform expectations with no valid reason** they will be issued with a Stage 1: Green Progress Card in line with the school's Behaviour for Learning policy and monitored over a period of four weeks to support them to meet the school's uniform expectations.

- Sixth Form students who do not adhere to the above dress code will be sent home to change.

## **5. Expectations for our school community**

### **5.1 Students**

- Students are expected to wear the correct uniform at all times (other than specified non-school uniform days) while on the school premises, travelling to and from school and at out-of-school events or on trips that are organised by the school, or where they are representing the school (if required).

### **5.2 Parents and Carers**

- It is the responsibility of parents/carers to ensure that their child comes to school in the correct uniform and has the correct PE kit.
- It is the responsibility of parents/carers to ensure that all items are clean, correctly fitting, in good condition/repair and clearly labelled with their child's name.
- It is the responsibility of the parents/carers to replace any outgrown, lost or damaged items in a timely manner.
- Parents/carers are expected to raise any complaints, objections or requests relating to the school uniform in a timely and reasonable manner via their child's Head of Year in the first instance.
- Disputes about the cost of the school uniform will be resolved locally and dealt with in accordance with our school's complaints policy.
- The school will work closely with parents/carers to arrive at a mutually acceptable outcome.

### **5.3 Staff**

- Staff will closely monitor students to make sure they are in the correct uniform. They will give any students and families not meeting our uniform expectations the opportunity to correct any discrepancies.
- Ongoing breaches of our uniform policy will be dealt with by Form Tutors in the first instance in line with our Behaviour for Learning policy.
- In cases where it is suspected that financial hardship has resulted in a student not complying with this uniform policy, staff will take a mindful and considerate approach to resolving the situation and support will be offered.

### **5.4 Board of Trustees**

The Board of Trustees will review this policy and make sure that it:

- Is appropriate for our school's context.
- Is implemented fairly across the school.
- Takes into account the views of parents, carers and students.
- Offers a uniform that is appropriate, practical and safe for all students.
- The trustees will also seek to ensure that the school's uniform supplier arrangements give the highest priority to cost and value for money and ensure that second-hand uniforms are available for parents/carers to acquire.

## **6. Monitoring arrangements**

This policy will be reviewed annually by the Senior Leadership Group. At every review, it will be approved by the trustees' Curriculum and Performance committee.

## **7. Links to other policies**

This policy is linked to our:

- Behaviour for Learning policy
- Equality information and objectives statement
- Anti-bullying policy
- Complaints policy



## APPENDIX A: Uniform List 2023-2024

Please click [here](#) for the link to **Beat School Uniforms** for Hitchin Girls' School.

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