

# School Uniform Policy



<b>Author/Person Responsible</b>	Delegated to the SBL
<b>Date of Ratification</b>	March 2025
<b>Review Group</b>	Finance, Staffing & Premises Committee
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<b>Review Frequency</b>	2 years Subject to national policy change or change of uniform provider.
<b>Review Date</b>	Jan 2027
<b>Previous Review Amendments/Notes</b>	Nov 2015 / Oct 2017 / Oct 2019 / Oct 2021 / Oct 2022/ Jan 2025
<b>Related Policies</b>	Equalities Policy Behaviour Policy Complaints Policy

# 1. Equality Impact Assessment (EIA) Part 1: EIA Screening

<b>Policies, Procedures or Practices:</b>	School Uniform	<b>DATE:</b>	November 2022
<b>EIA CARRIED OUT BY:</b>	D Beazer	<b>EIA APPROVED BY:</b>	N Fry

## 2. Groups that may be affected:

Are there concerns that the policy could have a different impact on any of the following groups? (please tick the relevant boxes)	Existing or potential adverse impact	Existing or potential for a positive impact
<b>Age</b> (young people, the elderly; issues surrounding protection and welfare, recruitment, training, pay, promotion)	N/A	N/A
<b>Disability</b> (physical and mental disability, learning difficulties; issues surrounding access to buildings, curriculum and communication)	This policy takes into consideration issues set out in Equalities Policy.	N/A
<b>Gender reassignment</b> (transsexual)	Reasonable adjustment will be made in negotiation with the school.	N/A
<b>Marriage and civil partnership</b>	N/A	N/A
<b>Pregnancy and maternity</b>	N/A	N/A
<b>Racial groups</b> (consider: language, culture, ethnicity including gypsy/traveller groups and asylum seekers)	This policy takes into consideration issues set out in Equalities Policy.	N/A
<b>Religion or belief</b> (practices of worship, religious or cultural observance, including non-belief)	This policy takes into consideration issues set out in Equalities Policy.	N/A
<b>Sex</b> (male, female)	This policy takes into consideration issues set out in Equalities Policy.	N/A
<b>Sexual orientation</b> (gay, lesbian, bisexual; actual or perceived)	This policy takes into consideration issues set out in Equalities Policy.	N/A

3. Any adverse impacts are explored in a Full Impact Assessment.

## **Statement of intent**

Blackhorse Primary School believes that a consistent school uniform policy is vital to promote the ethos of the school and provide a sense of belonging and identity for all pupils, regardless of their protected characteristics or socio-economic circumstances.

School uniform is compulsory at Blackhorse Primary School and children are expected to wear it at all times. The school believes that uniform fosters a sense of community and pride, and ensures equality.

This policy lays out the measures the school has taken to ensure a consistent, fair and inclusive uniform policy, and to implement a uniform that reflects the needs of all pupils, and is affordable and the best value for money for the school and pupils' families.

We believe that pupils learn most effectively and achieve their best outcomes when they are comfortable, able to be themselves, and dressed in such a way that sets an appropriate tone for education.

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## **Appendices**

- A. School Uniform Assistance Application Form

## Legal framework

This policy has due regard to all relevant legislation including, but not limited to, the following:

- Education and Inspections Act 2006
- Education Act 2011
- Human Rights Act 1998
- Equality Act 2010
- The UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Education (Guidance about Costs of School Uniforms) Act 2021

This policy has due regard to all relevant guidance including, but not limited to, the following:

- DfE (2021) 'Cost of school uniforms'
- DfE (2021) 'School Admissions Code'
- DfE (2021) 'School uniforms'

This policy operates in conjunction with the following school policies:

- Complaints Procedures Policy
- Behaviour Policy
- Equalities Policy

## Roles and responsibilities

The governing board is responsible for:

- Establishing, in consultation with the headteacher and school community, a practical and smart school uniform that accurately reflects the school's vision and values.
- Ensuring that the school's uniform is accessible and inclusive, and does not disadvantage any pupil by virtue of their protected characteristics or socio-economic status.
- Listening to the opinions and wishes of parents, pupils and the wider school community regarding changes to the school's uniform.
- Ensuring the school's uniform is accessible and affordable.
- Demonstrating how best value for money has been achieved in the uniform policy.
- Ensuring compliance with the DfE's '[Cost of school uniforms](#)' guidance.
- Processing and approving all eligible School Uniform Assistance Application Forms.

The headteacher is responsible for:

- Enforcing the school's uniform on a day-to-day basis.
- Ensuring that teachers understand this policy and what to do if a pupil is in breach of the policy.
- Listening to the opinions and wishes of the school community regarding the school's uniform and making appropriate recommendations to the governing board.

Staff members are responsible for:

- Ensuring pupils dress in accordance with this policy at all times.
- Disciplining pupils who are in breach of this policy.
- Ensuring pupils understand why having a consistent and practical school uniform is important, e.g. school identity.

Parents are responsible for:

- Providing their children with the correct school uniform as detailed in this policy.
- Informing the headteacher if their child requires a more relaxed uniform policy for a period of time, including why.
- Ensuring their child's uniform is clean, presentable and the correct size.

Pupils are responsible for:

- Wearing the correct uniform at all times, unless the headteacher has granted an exemption.
- Looking after their uniform as appropriate.
- Understanding and respecting why a school uniform is important to the school, e.g. school identity and community.

## Cost principles

The school is committed to ensuring its school uniform is affordable and accessible to all pupils, and does not place an unreasonable financial burden on parents.

In accordance with the 'School Admissions Code', the headteacher will ensure that the school's uniform policy does not discourage parents from applying for a place for their child.

The school will assess the overall cost implications of its uniform policy regularly, including prior to making any changes to the school uniform. When evaluating whether costs are reasonable and proportionate, the school will take into account the opinions and situations of:

- Economically disadvantaged parents.
- Parents with multiple children who are, or will be in the future, pupils at the school.
- Parents of younger children, as they are likely to grow quickly and require new sets of uniform more frequently.
- Parents of pupils with protected characteristics that may impact their ability to access the uniform due to costs.
- LAC and PLAC.

The school will evaluate the cost of its uniform based on the overall collection of uniform items that parents would need to purchase for a pupil, rather than on the cost effectiveness of individual items; this will include consideration of the fact that parents will need to purchase multiples of certain items, e.g. shirts and socks, to ensure their child can come to school in clean uniform every day.

The school keeps variations in school uniform for different groups of pupils, e.g. year group-specific items or house colours, to a minimum where possible to ensure that pupils can get the most wear out of their uniform possible and that parents can pass some items down to younger siblings.

The school keeps branded uniform items to a minimal level that is reasonable for all members of the school community. The school defines a branded uniform item as any item of clothing that cannot be purchased at a range of retailers, including by virtue of logos, colours, design and fabrics. Where the school decides to require an item of branded clothing, it will conduct an assessment to ensure prices are kept as low as possible.

The school is committed to meeting the DfE's recommendations on costs and value for money. Every care is taken to ensure that our uniforms are affordable for all current and prospective pupils, and that the best value for money is secured through reputable suppliers.

The school works with multiple suppliers to obtain the best value for money possible. Any savings negotiated are passed to parents where possible and does not enter into exclusive single supplier contracts or cash-back arrangements. More information on supplier processes can be found in the 'School uniform supplier' section of this policy.

The school will not amend uniform requirements regularly and will take the views of parents and pupils into account when considering any changes to school uniforms.

## **Equality principles**

The school takes its legal obligation to avoid discriminating against any protected characteristic unlawfully very seriously, and aims to ensure that the uniform policy is as inclusive as possible so that all pupils are supported to access a school uniform which is comfortable, suitable for their needs, and reflects who they are.

The school will work to ensure that school uniform's cost does not disproportionately affect any pupils by ensuring that uniforms for all genders are as equal in price as possible and by adhering to the cost principles laid out in section 3.

The school will ensure that parents and pupils are consulted over any changes to school uniform, and that views and advice is sought specifically from pupils, and parents of pupils, who:

- Are transgender, including non-binary pupils.
- Have SEND and/or sensory needs.
- Are of a religious or cultural background that has dress requirements.

The school implements a gender-neutral uniform, meaning that pupils are not required to wear specific items based on their gender, and may wear any of the uniform items listed in the 'School uniform' section of this policy regardless of the legal sex recorded on the school's records.

Transgender pupils are supported to access the uniform that best reflects their gender expression in line with the Equalities Policy.

The school ensures that pupils who are required to follow certain dress requirements, e.g. by virtue of their membership of a particular religious or cultural group, are afforded flexibility to allow them to wear a uniform that adheres to their requirements as far as possible. The school endeavours to meet all requests for amendments to the uniform for these purposes; however, will ensure that the needs and rights of individual pupils are weighed against any health and safety concerns for the entire school community.

Parents' concerns and requests regarding religious clothing are dealt with on a case-by-case basis by the headteacher and governing board, and always in accordance with the school's Complaints Procedures Policy.

The school ensures that the needs of pupils with SEND and/or sensory difficulties are considered in the uniform policy, e.g. ensuring soft, stretchy fabrics and avoiding intricate buttons or hard seams; however, where the needs of these pupils cannot be met in the standard uniform policy, individual adaptations to the uniform will be considered and permitted wherever possible.

## Complaints and challenges

The school endeavours to resolve all uniform complaints and challenges locally and informally, in accordance with the school's Complaints Procedures Policy.

To make a complaint, parents should refer to the Complaints Procedures Policy and follow the stipulations outlined.

When a complaint is received, the school works with parents to arrive at a mutually acceptable outcome.

Governors are willing to consider reasonable requests for flexibility to allow a pupil to accommodate particular social and cultural circumstances.

## School uniform supplier

Our current school uniform supplier is:

Saffron Apparel Ltd,  
Bearwalden Business Park  
Royston Road  
Wendens Ambo  
Saffron Waldon  
CB11 4JX  
Tel: 01799 542142  
Email: [sales@saffronapparel.co.uk](mailto:sales@saffronapparel.co.uk)  
Web: <http://www.saffronapparel.co.uk/index.html>

The school will retender the uniform contract every five years, whether changes to the uniform are made or not. The governing board will be able to demonstrate how uniform is procured at the best value for money. The headteacher will work to ensure that the items are procured as cheaply as possible without compromising on the quality, e.g. by requesting standard-style items from the supplier rather than more intricate and unique designs.

The school does not sign contracts with suppliers before requesting visualisations of proposed uniform, as well as fabric samples.

## Uniform assistance

The school supports vulnerable families in meeting the costs of uniforms. School uniform assistance is available to all our children who are in receipt of Free School Meals\*. The budget for the school uniform assistance scheme comes from pupil premium funds.

To claim school uniform assistance, parents should be eligible for FSM. Eligibility is determined by checking original documents from the relevant authority, detailing receipt of the benefit and the address of the pupil. The school also has a Hardship Fund and this can be accessed by families who may be suffering hardship for other personal reasons which will be reviewed on an individual basis.

Families who meet the criteria or would like to access the School's Hardship Fund should complete the [School Uniform Assistance Application Form](#) and return it to the school office.

The school's PTA holds regular second-hand school uniform sales for parents to access; access to these uniforms is available upon request made to the school office. Parents are invited to donate their child's uniform when they no longer need it.

## Non-compliance

Staff members are permitted to discipline pupils for breaching this policy, in accordance with the school's Behaviour Policy.

Parents will be notified in all cases.

## School uniform

School colours are red and black for PE kit.

### Clothing

PLEASE MARK YOUR CHILD'S CLOTHING WITH YOUR CHILD'S NAME.

The school uniform is as follows:

Item	Optional or required	Branding	How to acquire	Cost per item from school supplier
<b>Regular school uniform</b>				
Red sweatshirt or red cardigan	Required	School logo on left-hand side	Branded sweatshirt and cardigan available from school supplier and second hand from school office.	£13-14
White polo shirt	Required	Branding not essential	Available from school supplier, second hand from school office and available from regular retailers.	£8.50 from school supplier
Red school fleece	Optional	School logo on left-hand side	Available from school supplier and second hand from school office.	£16.50
Black trousers, black shorts, black skirt or black pinafore dress	Required	No branding	Available from regular retailers.	N/A
Red gingham dresses	Optional	No branding	Available from regular retailers.	N/A

Sensible, plain black shoes (not trainers or fancy boots)	Required	No branding	Available from regular retailers.	N/A
<b>PE kit (can be worn only on PE Days)</b>				
Black Blackhorse PE T-Shirt	Required	School logo on left-hand side	Available from school supplier and second hand from school office.	£10.00
Black Blackhorse PE Hoody (main school jumper can be worn)	Optional	School logo on left-hand side	Available from school supplier and second hand from school office.	£18.00
Black Blackhorse PE Zipped Hoody (main school jumper can be worn)	Optional	School logo on left-hand side	Available from school supplier and second hand from school office.	£20.00
Black PE jogging bottoms	Required	School logo on left leg Branding not essential	Available from school supplier, second hand from school office and available from regular retailers..	£16.00
Black PE leggings	Required	School logo on left leg Branding not essential	Available from school supplier, second hand from school office and available from regular retailers..	£18.00
Black PE shorts/cycle shorts	Optional	No branding	Available from regular retailers.	N/A
Black trainers or daps	Required	No branding	Available from regular retailers.	N/A
<b>Accessories</b>				
Red school book bag	Optional	School logo	Available from school supplier.	£7.00
Red PE drawstring bag	Optional	School logo	Available from school supplier.	£7.00

Red Beanie Hat	Optional	School logo	Available from school supplier.	£7.00
Red summer cap	Optional	School logo	Available from school supplier.	£6.00
<b>EYFS Children only:</b>				
Waterproof jacket and trousers	Required	No branding	Available from regular retailers.	N/A
Wellington boots	Required	No branding	Available from regular retailers.	N/A

- Trainers are not considered suitable footwear. High heels are not permitted.
- Skirts must be knee-length. Black jeans are not permitted.
- Parents are responsible for ensuring their child wears their PE kit to school on their allotted PE day.

### **Jewellery**

Permitted jewellery that may be worn is:

- A smart and sensible wrist watch.

If children have recently had ears pierced, *they may wear small plain studs*, but once they have healed, earrings must be taken out. While ears are healing, earrings must be covered with a plaster for P.E.

Jewellery is the responsibility of the pupil and not the school. Lost or damaged items will not be refunded. All jewellery must be removed during PE lessons.

### **School bag**

Pupils can use the red book bag if they wish.

School bags featuring inappropriate images, slogans or phrases are not permitted.

The school encourages pupils to bring non-valuable bags to school. The school will not be liable for lost or damaged school bags.

### **Hairstyles**

We ask that all long hair is tied back whilst children are in school. Pupils with long hair must ensure this does not impede their vision, cover their face or provide a health and safety risk. Long hair must be tied up during practical lessons, e.g. during PE.

The school reserves the right to make a judgement on where pupils' hairstyles or hair colours are inappropriate for the school environment; however, will ensure that any such judgements do not discriminate against any pupil by virtue of their protected characteristics. Each individual pupil's scenario will be taken into account where any judgements on appropriateness are to be made, and parents will always have the freedom to complain via the school's Complaints Procedures Policy.

## **Makeup**

Pupils are not permitted to wear make-up.

## **Adverse weather**

All pupils are required to wear weather-appropriate clothing that covers as much of their skin as possible during adverse weather.

For hot temperatures, this includes wearing:

- Sun hats ideally with a brim.
- Loose-fitting and lightweight shirts and dresses with sleeves and collars or covered necklines.
- Over the knee skirts, shorts or trousers.
- Tops that cover the shoulder area.
- Sunglasses with UV protection when outside, where possible.

Pupils are advised not to wear any jumpers during heatwaves. If outside during break times, pupils not wearing sun-safe clothing are advised to stay in an area protected from the sun, or spare clothing is provided.

For cold temperatures, this includes wearing:

- Scarfs, gloves, coats and hats when they are outside.
- Trousers, or thick tights with skirts.

## **Labelling**

All pupils' clothing and footwear is clearly labelled with their name.

Any lost clothing is to be taken to the lost property box outside the children's entrance. All lost property is regularly checked and if not labelled or collected will be recycled for use in the school's second hand uniform shop or recycled through an appropriate recycling outlet.

***\*FSM – this should not be mistaken for Universal Free School Meals which all KS1 children receive. Children eligible for FSM support families on low income who are in receipt of certain benefits. You can find out if you are eligible for this [HERE](#)***

## School Uniform Assistance Application Form

Children who attend Blackhorse Primary School are eligible for school uniform assistance if they receive FSM\*. The school also has a Hardship Fund and this can be accessed by families who may be suffering hardship for other personal reasons which will be reviewed on an individual basis.

The allowance is for buying suitable school wear and is provided once a year.

### Part 1: Details of parent

Your full name:	
Title:	
Address:	
Postcode:	
Mobile no.:	
Landline no.:	
Email address:	

By supplying us with a phone number or email, you agree to being contacted to let you know if you are eligible.

### Part 2: Details of each dependent child you are applying for

Surname	Other names	Date of birth

### Part 3: Hardship Fund access details

If you are not eligible for Free School Meals\* and wish to access the School's Hardship Fund please provide us with further details:

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### Please read this declaration before you sign it

- I declare I am the parent of the child(ren) that I am applying for.

- I declare that all the information I have given is correct and complete to the best of my knowledge.
- If I am not already registered with the local authority for free school meals, I have enclosed original documentation to prove that I am in receipt of one of the benefits listed at the top of this form.
- I am aware that I have a duty to notify the school in writing immediately of any changes in my circumstances which might affect my entitlement to school clothing assistance.
- I understand that information taken from this form will be stored electronically on the school's computers. The school is permitted to do this under the UK GDPR and Data Protection Act 2018. A copy of the school's registration is held for inspection.

**Please return this completed for to the school office.**

Your signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### **What happens next?**

If you apply for school uniform assistance and qualify, the school will liaise with you to agree an order through our uniform supplier which it will pay for. If you do not qualify for the payment, we will let you know by letter and phone and explain why.

***\*FSM – this should not be mistaken for Universal Free School Meals which all KS1 children receive. Children eligible for FSM support families on low income who are in receipt of certain benefits. You can find out if you are eligible for this [HERE](#)***