



# Hedgewood School

## School Uniform

### Policy

Date policy last reviewed: September 2024

Signed by:

\_\_\_\_\_ Co-headteachers Date: \_\_\_\_\_

\_\_\_\_\_ Chair of governors Date: \_\_\_\_\_

Last updated: 01 September 2024

## Statement of intent

Hedgewood School believes that a consistent school uniform policy is vital for:

- Promoting the ethos of a school.
- Providing a sense of belonging and identity.

For the purposes of this policy, “**uniform**” includes the following elements of pupils’ appearance:

- Clothing, including the school uniform itself, variations of the school uniform such as PE kits, and other clothing worn at school, e.g. non-uniform.
- Hairstyles and headwear.
- Jewellery and other accessories.
- Cosmetics such as makeup and nail polish.

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, is affordable, and provides the best value for money for both the school and pupils’ families.

In writing and updating this policy, we have sought to:

- Engage with parents and pupils.
- Consider how this policy might affect groups represented in the school, especially those who share protected characteristics as defined by the Equality Act 2010.
- Consider how comfortable the uniform will be for pupils.
- Take a sensible approach to allow for exceptions to be made, e.g. during adverse weather.
- Ensure that the uniform is suitable and safe for pupils who walk or cycle to school.
- Choose a PE kit which is practical, comfortable, appropriate to the activity involved and affordable.
- Ensure the policy is easy to access and understand.

## Legal framework

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

- Human Rights Act 1998
- Education and Inspections Act 2006
- Equality Act 2010
- Education Act 2011
- The UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Education (Guidance about Costs of School Uniforms) Act 2021
- DfE (2021) 'Cost of school uniforms'
- DfE (2021) 'School Admissions Code'
- DfE (2024) 'School uniforms: guidance for schools'
- Equality and Human Rights Commission (2022) 'Preventing hair discrimination in schools'

## Roles and responsibilities

The governing board is responsible for:

- Establishing, in consultation with the co-headteacher and school community, a practical school uniform that accurately reflects the school's vision and values.
- Ensuring that the school's uniform is accessible, inclusive, and does not disadvantage any pupil because 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 that the school's uniform is accessible and affordable.
- Demonstrating in this policy how best value for money has been achieved.
- Ensuring compliance with the DfE's '[Cost of school uniforms](#)' guidance.
- Processing and approving all eligible School Uniform Assistance Application Forms.

## Expectations for our school community:

Our school uniform helps our pupils understand that is a school day and often it is part of their daily routine. We aim to promote independence skills in dressing/undressing as part of pupil's daily routines.

### Pupils

Pupils are requested to wear a sweatshirt or cardigan with school logo (other than specified non-school uniform days) while:

- On the school premises
- Travelling to and from school

- At out-of-school events or on trips that are organised by the school, or where they are representing the school

### **Parents and carers**

Parents and carers are expected to make sure their child has the correct uniform and clothing which is:

- Clearly labelled with the child's name
- In good condition & clean
- Comfortable and appropriate for the learning environment

### **Cost principles**

The school will develop its uniform policy in relation to the following starting principles:

- The school will seek to ensure that the uniform is affordable. In so doing, the school will consider the total cost of school uniforms, taking into account all items of uniform or clothing parents will need to provide while their child is at the school.
- The school will seek to keep the use of branded items to a minimum.
- The school will seek to ensure that uniform supplier arrangements give the highest priority to cost and value for money, including the quality and durability of the garment.
- The school will seek to ensure that second-hand uniforms are available for parents to acquire. Information on second-hand uniforms will be published on the school's website.

### **Principles in practice**

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.
- 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 will keep 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, e.g. supermarkets, due to the item's logo, colour, design, fabric or other unique element. Where the school requires an item of branded clothing, it will assess how prices can be kept as low as possible and put measures in place to facilitate this. This may include:

- Offering sew- or iron-on logo patches for blazers and jumpers that can be bought at non-specialist retailers, instead of requiring specific branded jumpers.
- Ensuring branded items are longer-lasting and unlikely to be worn out quickly, e.g. ties.
- Making donated second-hand uniform available to parents/carers.

The school will meet the DfE's requirements and recommendations on costs and value for money. Care will be taken to ensure that school uniform is affordable for all current and prospective pupils, and that the best value for money is secured through reputable suppliers.

The school will work with multiple suppliers to obtain the best value for money possible. Any savings negotiated will be passed to parents where possible. The school will 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 make frequent changes to uniform requirements and will take the views of parents and pupils into account when considering any changes.

## **Equality principles**

The school takes its legal obligation to avoid unlawfully discriminating against any pupil very seriously.

In line with the above, the school will aim to ensure that its uniform policy is as inclusive as possible so that all pupils can access a school uniform which is comfortable, suitable for their needs, and reflects who they are, while avoiding any direct or indirect discrimination on the basis of protected characteristics or socio-economic status.

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

- Are transgender or non-binary.
- Are of a religious or cultural background that has specific dress requirements.
- Have significant sensory needs

Parents' concerns and requests regarding school uniform and amendments to it are handled on a case-by-case basis by the co-headteachers' and governing body, and always in accordance with the school's Complaints Procedures Policy.

Information on how the school ensures its uniform policy does not discriminate against pupils with specific protected characteristics is outlined below.

## **Our pupils with SEND:**

The school will ensure its uniform policy takes into account the needs of pupils by;

- Ensuring the school uniform uses soft, stretchy fabrics and avoids intricate buttons or hard seams.
- Allowing variations to the standard uniform for pupils whose medical conditions may impact how they dress, e.g. pupils with casts who require loose-fitting clothing or pupils with hair loss-related conditions who wish to wear head coverings.
- individual adaptations to the uniform are permitted wherever possible.

The school will ensure that it works with a supplier that acts in accordance with the school's values and principles on equality and inclusion.

## **Gender**

To avoid disproportionately impacting pupils of a certain gender, the school will ensure that the cost of uniform is as equal in price as possible across items for all genders.

This includes:

- Adhering to the procedures laid out in the '[Cost principles](#)' section of this policy.
- Not directly requiring pupils of a certain gender to buy additional uniform, e.g. by requiring female pupils to buy both trousers and skirts.
- Not indirectly requiring pupils of a certain gender to buy additional uniform,
- Not holding pupils of different genders to different uniform standards, e.g. by banning certain hairstyles for only one gender.

The school will implement a gender-neutral uniform, meaning that pupils will not be 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.

## **Religion and belief**

To avoid disproportionately impacting pupils of a certain religion, belief or culture, the school will ensure that there is flexibility to allow pupils to present themselves in a way that adheres to their dress requirements as far as possible, within the school's uniform policy.

The school will endeavour to meet all requests for amendments to the uniform for these purposes; however, the needs and rights of individual pupils will be weighed against any health and safety concerns appropriate to the circumstances.

## **Race**

To avoid disproportionately impacting pupils of a certain race, the school will ensure that its uniform policy does not constitute unlawful indirect discrimination through blanket rules. This includes:

- Not banning hairstyles related to a pupil's ethnic origin, e.g. natural Afro hairstyles.
- Not banning hairstyles worn because of cultural, family and social customs, e.g. cornrows.

- Not banning head coverings related to a pupil's culture or ethnic origin, e.g. African heritage head wraps.

The school will follow the good practice guidance provided by the Equality and Human Rights Commission on '[Preventing hair discrimination in schools](#)'.

## **Complaints and challenges**

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

The school will refer individuals who wish to complain to the Complaints Procedures Policy and request that they follow the procedures outlined therein.

When a complaint is received, the school will work with the complainant to arrive at a mutually acceptable outcome.

The school has an agreed procedure in place with its uniform supplier to deal with complaints about the supply and quality of uniforms.

In considering a complaint, parents should be aware that teachers can sanction pupils for breaching the school's rules on appearance or uniform. The school expects this to be carried out in accordance with the school's published behaviour policy. The school aims to deal with pupil non-compliance in a proportionate and fair way.

## **School uniform supplier**

The school's current school uniform supplier is:

PMG Schoolwear

<https://pmgschoolwear.co.uk/school/hedgewoodschool>

PMG Schoolwear store located at:  
Unit 4, Swan Wharf Business Centre,  
Waterloo Road,  
Uxbridge,  
Middlesex,  
UB8 2RA.

The governing board will ensure that a written contract is in place with the supplier for branded items. The school will retender the uniform contract every five years whether changes to the uniform are made or not, in line with the Tendering and Procurement Policy.

The governing board will be able to demonstrate how uniform is procured at the best value for money. The co-headteachers' 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 will not sign contracts with suppliers before requesting visualisations and samples of proposed uniform.

## **Finding and consulting suppliers**

If the school is considering changing its suppliers and seeks a list of available suppliers, it will consider the following options:

- Consulting an industry body
- Researching local suppliers
- Consulting with other schools and networks
- Having informal discussions with potential suppliers to help determine the school's own needs

If the school prepares to request bids from potential suppliers, it will consider the following elements:

- What products parents will need
- Existing contractual commitments
- Length of tender process
- The school's evaluation process

## **Template documents**

Schools will use the DfE's ['Procuring uniform supplies'](#) template documents to ensure that they undergo the procurement process correctly. The templates consist of an invitation to tender, a request for quotation, and a pricing schedule.

Schools will use the invitation to tender template to ask questions of suppliers. Schools will then use the pricing schedule to ask suppliers to submit their prices. Full instructions on how to use the templates are included in each of the documents.

## **Pre-loved Uniform**

The school will hold second-hand school uniforms in the Family and training centre and will be available upon request or a monthly parent events.

Parents will be invited to donate their child's uniform when they no longer need it.

## **School uniform**

Our school uniform helps our pupils recognise that it is a school day and is a regular part of their daily routine. We strive to encourage independence in dressing and undressing as part of their daily routines.

Pupils are requested to wear:

- a branded sweatshirt or cardigan with school logo \*
- Grey/black Trousers (If your child is able to fasten the zips and the hook on standard grey school trouser) or Grey/black tracksuit bottoms



- White polo shirt
- Black shoes or trainers with Velcro or slip on

\*The branded clothing is desired but is not essential. We accept plain burgundy jumpers, grey or black trousers, white polo t-shirts items instead of branded ones. We recommend black shoes with Velcro straps or shoes that pupils can practice putting on and taking off.

## **PE Kits**

We kindly request that P.E. kits be sent in for pupils to practice dressing and undressing. P.E. kits should consist of comfortable and appropriate clothing such as:

- White t-shirt
- Shorts or jogging bottoms.
- Plimsolls or sports trainers

Branded School uniform can be ordered directly from PMG Schoolwear website: <https://pmgschoolwear.co.uk/school/hedgewoodschool>

Other branded items are optional:

- Branded School Fleece
- Braded white polo shirt
- Branded school reversible coat
- Knitted hat with school motif
- PE Bag with School motif

PMG Schoolwear store located at: Unit 4, Swan Wharf Business Centre, Waterloo Road, Uxbridge, Middlesex, UB8 2RA.