



## Policy Statement

### Student Personal Appearance and Uniform Policy

#### Purpose

The purpose of this document is to provide and describe the policy and procedures for a student personal appearance and uniform at Clairvaux MacKillop College.

#### Rationale

The student personal appearance and uniform policy will apply to students when they are attending, commuting to and from or representing the College. Clairvaux MacKillop College believes that a clearly stated and sensibly implemented policy is important to the College's mission and tradition.

The College uniform performs several important functions within the overall operation of the College, including: fostering a sense of school community and shared mission; increasing a sense of belonging and engagement; promoting health and safety and encouraging respect in self and the College.

Students in uniform represent their College and therefore play a central role in the presentation of Clairvaux MacKillop College to the broader community.

The following principles as determined by the Office of Brisbane Catholic Education were used in developing this policy statement:

- **Subsidiarity:** decisions on school uniforms must be informed by consultation at the local school level. Input from the school community should be sought as part of a process of discussion and discernment.
- **Accountability:** school uniforms must be consistent with health and safety considerations including sun safety, protective clothing and clothing appropriate to curriculum activities. Student dress codes must comply with anti-discrimination and human rights legislation.
- **Practicality:** school uniforms must contribute to the wellbeing of students by providing adequate protection from the elements and a degree of comfort that allows for full participation in all school activities, including sport and other physical and recreational activities.
- **Affordability:** attention must be given to cost considerations when school uniform options are determined. This includes durability of uniform materials to reduce replacement costs and possible staged introduction of new uniforms.
- **Equity, diversity and choice:** schools must provide uniform options or modifications, including shorts and pants, reflecting the diverse needs of students and supporting student mental health and wellbeing.
- **Responsiveness:** allowance must be made for adjustments to the school's student dress code to cater for specific student modifications or exemptions, for example, the wearing of clothing that conforms to the observance of faith.

## **Policy Statement**

Upon enrolling their children at Clairvaux MacKillop College, parents agree to support wearing the College uniform by their children. Students must be in the full and correct uniform when they are attending, commuting to and from or representing the College.

### *Hats*

The College formal hat must be worn to and from school, and during the day when moving around the College and during breaks.

The College sports hat or cap is to be worn when students are playing sport or during HPE lessons.

### *Hair*

- Hair is to be neat and of a conservative style
- Hair is to be clean, neatly styled and not on the student's face
- Hair is to be off a student's face including forehead and temples
- Hair of length is to be tied back
- Hair is to be of a natural colour
- Extremes of hairstyle are not permitted
- Closely shaved hair (blade one or two) is not permitted
- Hair ribbons are to be in the College colours (maroon and white); other hair fasteners are to be unobtrusive.

### *Make-up*

Sun safety is important in Australia. Students are encouraged to wear traditional sunscreen for sun safety. A fine and natural coverage of tinted moisturiser/sunscreen, or a mineral foundation with high SPF is permitted.

Students are not to wear any other type of makeup including: mascara, eyeliner, eyeshadow, blush, lipstick or highlighter.

### *Jewellery*

The following jewellery items are permitted:

- A Christian religious symbol on a chain - both symbol and chain are to be conservative.
- Students may wear one pair of earrings in the earlobe only. Plain sleepers or small studs less than 5 millimetres in diameter that are safety compliant and in gold or silver are permitted.

The following items are NOT permitted to be worn:

- All other jewellery or fashion accessories
- Nail polish, shellac and coloured acrylic nails
- Facial piercings
- Tattoos
- Clear earrings
- Eyelash Extensions

### *College Bag*

A College bag is to be used.

## Formal Uniform

Girls	Boys
<ul style="list-style-type: none"><li>• College maroon skirt/long pants</li><li>• College blouse with College tie and College badge</li><li>• College socks or maroon stockings</li><li>• Traditional black, lace-up leather shoes. Shoes are to be kept clean and polished</li><li>• College formal hat</li><li>• College Blazer (Years 11 and 12)</li></ul>	<ul style="list-style-type: none"><li>• Grey shorts or long pants</li><li>• College shirts with College tie and College badge</li><li>• Black leather belt with a conservative buckle</li><li>• College socks</li><li>• Traditional black, lace-up leather shoes. Shoes are to be kept clean and polished</li><li>• College formal hat</li><li>• College Blazer (Years 11 and 12)</li></ul>

## Winter Uniform Items

Girls	Boys
<p>During cooler weather, when girls wear the formal uniform, they have the option to wear the following items:</p> <ul style="list-style-type: none"><li>• College maroon stockings</li><li>• College scarf</li><li>• College jumper</li></ul>	<p>During cooler weather, when boys wear the formal uniform, they have the option to wear the following items:</p> <ul style="list-style-type: none"><li>• College trousers</li><li>• College scarf</li><li>• College jumper</li></ul>

The College sports jacket is not to be worn with the formal uniform. An exception is when the College jumper is worn under the College sports jacket.

*Additional points of information:*

### *T-Shirts*

Visible T-shirts are not to be worn under the College shirt or sports shirt.

## Sports Uniform

Girls	Boys
<ul style="list-style-type: none"><li>• College maroon sports skirt or College sports shorts</li><li>• College maroon bike shorts</li><li>• College sports shirt</li><li>• College sports socks</li><li>• College sports hat or cap</li><li>• Lace-up jogger style sports shoe</li></ul>	<ul style="list-style-type: none"><li>• College maroon sports shorts</li><li>• College sports shirt</li><li>• College sports socks</li><li>• College sports hat or cap</li><li>• Lace-up jogger style sports shoe</li></ul>

### ***Wearing of the Sports Uniform***

Students are permitted to wear their sports uniform each Thursday throughout the year.

If Health and Physical Education lessons are timetabled on a day other than Thursday, students

are to wear the formal uniform. Students are to change in to their sport uniform prior to the lesson then at the end of the lesson, change in to their formal uniform.

### ***Winter Sport Uniform Options***

#### *Tracksuit*

The College tracksuit is optional wear as a sports uniform item. Tracksuit items cannot be worn with the formal uniform.

#### *College Sports Jackets*

Students may wear the College sports jacket with their sport uniform.

### **Students who are unable to wear the correct uniform**

If there is a genuine reason for a student not to wear the full and correct school uniform this should be noted by a parent/carers in the diary and contact made with the relevant Homeroom Teacher or Pastoral Leader.

We understand that it is sometimes not possible for students to wear the full and correct uniform. In these situations, parents/carers are expected to contact either the Homeroom Teacher or Pastoral Leader. In genuine circumstances where a uniform item is missing or not able to be worn, we aim to be as supportive as possible.

### **Establishing and Reinforcing Uniform**

Clairvaux MacKillop College communicates its Student Personal Appearance and Uniform Policy to students and parents/carers via the College website and the Student Diary.

The correct wearing of the uniform is included in the College's Behaviour Matrix under the sections *We Are Respectful* and *We Are Responsible*.

Students are regularly reminded of the Student Personal Appearance and Uniform Policy through:

- Checking of uniform by the Homeroom Teacher
- Student Notices during homeroom
- Assemblies
- College newsletter
- Reference to uniform in the Behaviour Matrix
- The Student Diary
- College policies available on the website.

Pastoral Leaders play an active role in reinforcing the Student Personal Appearance and Uniform Policy. Students are regularly thanked and praised for the correct wearing of the uniform to reinforce expected behaviour. Pastoral Leaders communicate with their year level Homeroom Teachers to ensure uniform is checked during homeroom and the infringement process is followed.

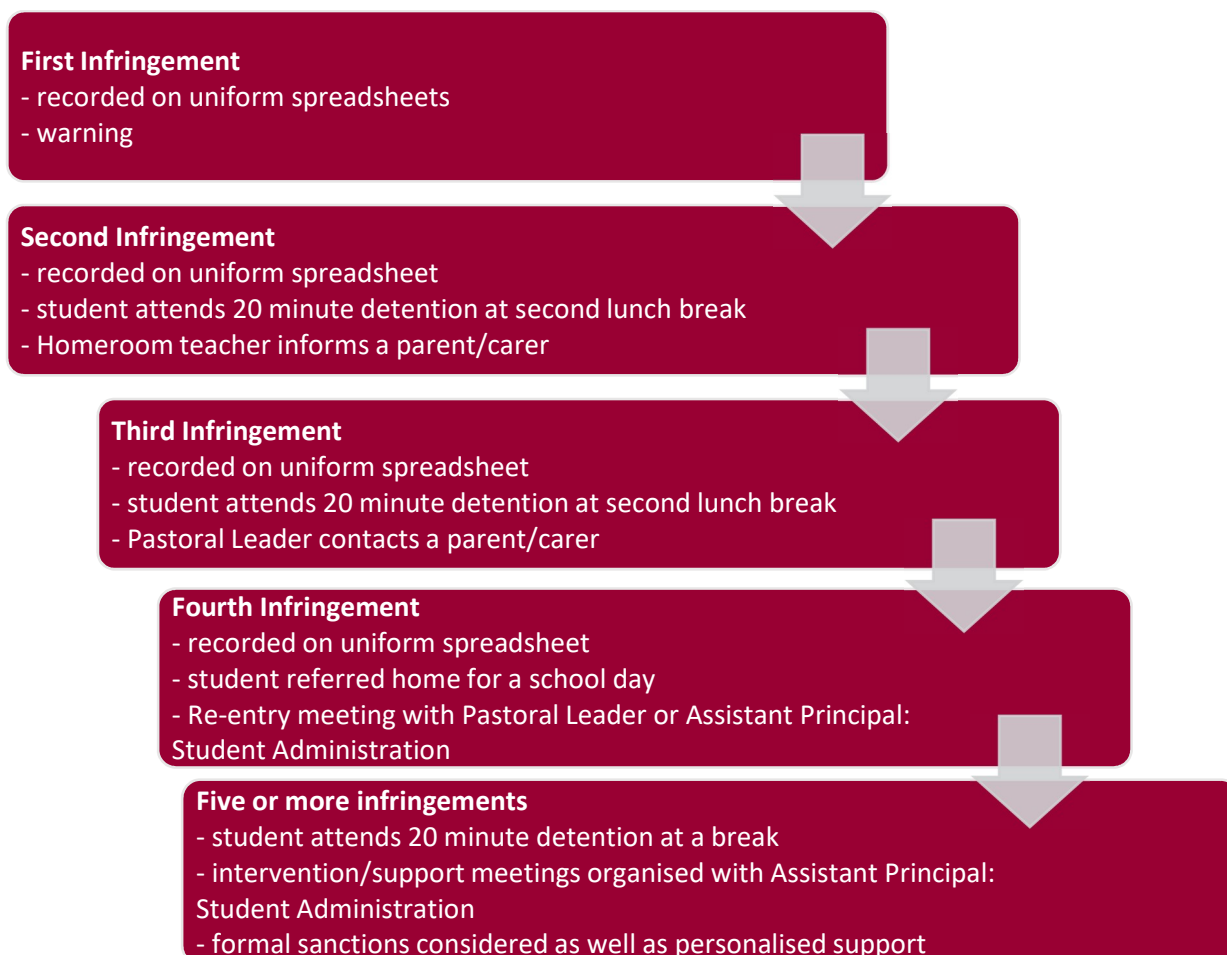
### **Issuing a uniform infringement**

Teachers can issue a uniform infringement to a student who is not wearing the correct uniform or following the Student Personal Appearance and Uniform Policy. Homeroom teachers record the infringement on the uniform spreadsheets.

Teachers who issue an infringement to a student need to establish the student's name and homeroom

teacher. The teacher who issues the infringement are to email the student's homeroom teacher and notify them. The homeroom teacher then records the infringement and notifies the student if they are required to attend detention (for a second or third infringement).

## Uniform Infringement Process



Infringements re-set at the start of the school year and at the beginning of Semester Two.

### Failure to attend uniform detention

If a student does not attend the initial detention, the Pastoral Leader informs the student and they are required to attend two detentions.

### Uniform Detention Room

The Pastoral Leaders and Assistant Principal: Student Administration supervise uniform detention at break times. Students who accrue two or three infringements attend a twenty-minute detention at a designated break. During this time, students complete a uniform reflection plan.

The teacher supervising the uniform detention room records student attendance by highlighting their name on the uniform spreadsheets and emailing student attendance for that break to the Pastoral Leaders.

## References

- Anti-Discrimination Act 1991 (Qld) Chapter 2, Part 1-3, Part 4 Divisions 3-4, Part 4 Division 10, Part 5
- Disability Discrimination Act 1992 (Cwlth) Part 1, Part 2 Divisions 2 and 5
- Education (General Provisions) Act 2006 (Qld) Chapter 12, Part 9 ss.360-363
- Racial Discrimination Act 1975 (Cwlth) Part II s.9
- Sex Discrimination Act 1984 (Cwlth) Part I, Part II Divisions 2 and 4
- Work Health and Safety Act 2011 (Qld)
- Student Wellbeing Policy
- Student Diversity and Inclusion Policy
- School Uniform Policy 2019 (BCE)
- Student Behaviour Support Policy.