



Colo High School Uniform Policy and Procedures

This document provides Colo High School's Uniform Policy. The procedures for implementing this policy are listed in explicit detail.

Rationale

Colo High School seeks to provide high standards of education, self-esteem and safety for all students. School uniform has a number of benefits including:

- promote the development of school spirit
- provide clear identification of students within the school and the community
- promotes cohesion between students allowing all students to be treated equally
- encourages self-discipline within the student

The school community including parents, students, staff and P&C believe wearing school uniform contributes in achieving these goals and maintaining high standards.

Policy

It is the expectation of the school community that all students attending Colo High School will wear the correct uniform at all times. Cooperation is sought from Parents/Caregivers in ensuring school uniform is worn to school every day.

The Department of Education, in accordance with the Safe Working Policy, has identified areas where appropriate footwear must be worn by staff, students and visitors to ensure their safety. This includes Industrial Arts and Trades, Science Laboratories and Food Technology (Kitchen) areas.

Ongoing non-compliance will result in a student being excluded from certain areas of the school or extra- curricular activities.

If financial assistance is required a parent/caregiver should contact the school.



JUNIOR UNIFORM 7-10

Shirts	White formal cotton shirt with Colo emblem (girl and boy styles) * Or Royal/navy/sky polo shirt with Colo emblem (unisex)*
Bottoms	Navy pleated day skirt or culottes (skirt to be no more than 10cms above the centre of knee)* Or Navy shorts, mid -thigh length (girl & boy styles)* Or Navy long pants/trousers (girl & boy styles) <i>Navy track pants are NOT permitted</i>
Jumpers and Jackets	Royal blue V-neck woollen jumper with Colo emblem (unisex)* Or Royal blue sloppy joe with Colo emblem (unisex)* Or Navy/royal/sky soft shell with Colo emblem (unisex & <i>by order only</i>)* Or Royal blue polar fleece zip up jacket with Colo emblem (unisex)* Or Royal blue rugby top with Colo emblem (unisex)* Or Royal blue school blazer and tie with Colo emblem (<i>available to SRC or other students by arrangement</i>)
Footwear	All black (no colour) fully enclosed leather shoes or ankle high boots with flat heel which satisfy the Dept. of Education regulations (<i>see images</i>) White socks (with all uniform items except formal long pants) Navy/black/flesh coloured stockings (<i>without patterns</i>)
Hat	Navy/sky Colo cap (unisex)*
Sport and PE	Colo sports shirt (unisex)* Royal sport short (unisex)* White socks Navy microfibre track pants (unisex)* <u>for PE lessons/Sport day only</u> Navy/sky Colo cap (unisex)* Royal Colo jumper / soft shell jacket Appropriate sports footwear, enclosed joggers with good foot and ankle support. <u>Students should change from school shoes into sport specific shoes for sport and PE</u>

All * items are ONLY available at the Colo High Uniform Shop Sample sizes are available to try on in the uniform shop



SAMPLE IMAGES OF JUNIOR UNIFORM (7-10)



Junior Unisex polo shirt with boys navy shorts



Junior boys formal cotton shirt with navy shorts



Junior unisex polo shirt with girls shorts



Junior girls formal cotton shirt with navy skirt



ADDITIONAL UNIFORM ITEMS FOR JUNIORS



Unisex Wool Jumper



Colo sports shirt and sports shorts



Soft Shell Jacket with Navy microfibre track pants



Boys navy trousers, also available in girls style.



Unisex Sloppy Joe



SENIOR UNIFORM 11-12

Shirts	White formal cotton shirt with Navy piping and Colo emblem (girl and boy styles) * Or White/navy polo shirt with Colo emblem (unisex)* <i>both shirts are different to the junior shirts</i>
Bottoms	Tartan pleated day skirt (skirt to be no more than 10cms above the centre of knee)* Or Navy shorts, mid -thigh length (girl & boy styles)* Or Navy long pants/trousers (girl & boy styles) <i>Navy track pants are NOT permitted</i>
Jumpers and Jackets	Senior jacket – designed by seniors and ordered in year 11 (unisex)* Or Royal blue V-neck woollen jumper with Colo emblem (unisex)* Or Royal blue sloppy joe with Colo emblem (unisex)* Or Navy/royal/sky soft shell with Colo emblem (unisex & <i>by order only</i>)* Or Royal blue school blazer and tie with Colo emblem (<i>available to SRC or other students by arrangement</i>)
Footwear	All black (no colour) fully enclosed leather shoes or ankle high boots with flat heel which satisfy the Dept. of Education regulations (<i>see images</i>) White socks (with all uniform items except formal long pants) Navy/black/flesh coloured stockings (<i>without patterns</i>)
Hat	Navy/sky Colo cap (unisex)*
Sport and PE	Colo sports shirt (unisex)* Royal sport short (unisex)* White socks Navy microfibre track pants (unisex)* <u>for PE lessons/Sport day only</u> Navy/sky Colo cap (unisex)* Royal Colo jumper / soft shell jacket Appropriate sports footwear, enclosed joggers with good foot and ankle support. <u>Students should change from school shoes into sport specific shoes for sport and PE</u>

All * items are ONLY available at the Colo High Uniform Shop Sample sizes are available to try on in the uniform shop



SAMPLE IMAGES OF SENIOR UNIFORM (11-12)



Senior boys polo shirt with navy shorts



Senior boys formal cotton shirt with navy shorts



Senior girls polo shirt with navy shorts



Senior girls formal cotton shirt with tartan day skirt



ADDITIONAL UNIFORM ITEMS FOR SENIORS



Unisex Wool Jumper



Colo sports shirt and sports shorts



Soft Shell Jacket with Navy microfibre track pants



Boys navy trousers, also available in girls style.



Unisex Sloppy Joe

FOOTWEAR REQUIREMENTS

Acceptable Footwear	Unacceptable Footwear
 	 
	<p><u>NO</u> flats or open shoes (must be fully enclosed).</p>
	<p><u>NO</u> Rabens, Vans, Volleys, or any shoes with a canvas, mesh or fabric upper (must be leather or suede).</p>
	<p><u>NO</u> colours, should be ALL BLACK .</p>



Procedures for Implementation at Colo High School

If a student is unable to wear uniform they:

- have a note from the Parent/Caregiver explaining the reason
- hand the note to their Roll Call teacher, who will record on Sentral and refer to Head Teacher for green or red Uniform Pass
- produce uniform note on request from teachers throughout the day
- be aware that if the correct shoes are not worn students will be unable to participate in some practical activities (see below)

When a student has a note from home the:

- Head Teacher issues green Uniform Pass and notes incident in HT folder
- shows green Uniform Pass to teachers when requested throughout the day

When a student has no note:

- the Head Teacher issues red Uniform Pass and notes incident in HT folder
- the HT counsels student regarding uniform
- the HT contacts parents on the 2nd incident in a term
- an exclusion from school activities for 3 or more incidents in a term

When a student is out of uniform with no note:

- the teacher will request student removes item of clothing immediately, if appropriate to do so
- and if a student refuses to follow instructions seek support of HT on duty or send student with a note and a responsible student to the Faculty HT
- the Teacher/HT to record incident and follow up on Sentral

Long term non-compliance will result in non-participation in extra-curricular and whole school activities including but not limited to:

- Spirit Week
- Year Excursions
- Camps
- Formals
- Ski Trip
- Other non-curriculum based activities eg. Sporting teams
- Variations to routine

If student is not in the correct footwear a student will be unable to participate in activities in the following areas:

- Science Laboratories
- Industrial Arts and Agriculture
- Food Technology and Textiles
- Visual Arts



Staff Roles

Roll Call Teacher:

- For students out of uniform, with or without a note, record on Sentral.
- Refer to Head Teacher for issuing of green or red Uniform Pass

Head Teacher for Roll Call

- Issue red or green Uniform Pass. Note incident in HT folder. Check Sentral entry
- HT counsels student regarding uniform
- Contact Parent/Caregiver on 2nd and 3rd occasions of issuing red Uniform Pass. Record on Sentral
- Head Teacher to use strategies such as detention, HT Welfare referral, confiscation/replacement of uniform as necessary
For uniform detention use M6 after initial parent contact. Head Teacher issuing detention responsible for follow-up
- Document interventions on Sentral
- Refer to Deputy Principal if uniform not improved after 2nd contact with parents

Classroom Teacher/Playground Duty

- Query students out of uniform throughout the school day
- If able to provide Uniform Pass – sight the pass, check the date and allow the student to move on
- If unable to produce Uniform Pass notify Head Teacher for Roll Call to issue/reissue green or red Uniform Pass and to record on Sentral
- Follow faculty based processes for practical classrooms, as listed in Additional References
- Check student summary on Sentral when organising an excursion or VTR. Students with 3 or more red Uniform Passes in a term are unable to participate in activities representing the school both on and off site

Senior Executive

- For students late to school Deputy Principal will follow Head Teacher for Roll Call procedures
- Organise face-to-face meeting or phone meeting student/parent and record on Sentral
- Continue monitoring uniform compliance
- Enact School Discipline Policy
- Implement agreed school sanctions for non-compliance with uniform



Sports Uniform (Thursdays)

SPORT in Year 8, 9 and 10 is mandatory at Colo High School on a Thursday afternoon each week.

All students are required to wear their full sports uniform for all activities.

If a student cannot be in full sports uniform for any reason, they will attend Non-sport for the afternoon and complete alternate sport related work. Notes from parents/caregivers will not be accepted.

Students from Years 8-10 may wear their full sports uniform to school on a Thursday or come in the full school uniform and get changed into their sports uniform before arriving at their sport.

Additional References

Uniform Pass

A green rectangular form titled "Uniform Pass" with the Colo High School logo in the top left corner. It contains the following fields: "Student Name:" followed by a blank line, "Date:" followed by a blank line with slashes for day, month, and year, and "Issued By:" followed by a blank line. Below these is a box labeled "Item:" containing five checkboxes: "Jumper", "Shirt", "Shoes", "Shorts/Trousers/Skirt", and "Socks".

Green Uniform Pass

A red rectangular form titled "Uniform Pass" with the Colo High School logo in the top left corner. It contains the following fields: "Student Name:" followed by a blank line, "Date:" followed by a blank line with slashes for day, month, and year, and "Issued By:" followed by a blank line. Below these is a box labeled "Item:" containing five checkboxes: "Jumper", "Shirt", "Shoes", "Shorts/Trousers/Skirt", and "Socks".

Red Uniform Pass

Faculty Processes:

Science

TBC

Industrial Arts/Agriculture

TBC

Home Economics

TBC

Visual Arts

TBC

Reference Dates

Revised/Developed: 27/11/18

Implemented:

Next Review: