

Queenswood



# Uniform Policy

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<i>Issued by</i>	Deputy Head Pastoral
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## UNIFORM POLICY

The aim of this policy is to give clarity about the appropriate uniform during the school day (08:20 to 18:00).

### *MAIN SCHOOL (YEARS 7 – 11)*

#### *October half term to end of Spring Term*

- School blazer
- School jumper
- School shirt
- School skirt – length to be no more than 3 inches from top of the knee
- Thick dark grey tights
- Plain black shoes (plimsolls are not acceptable)
- Hair of one natural colour tied back with unobtrusive plain hair adornment. Half ponytail is acceptable.

#### *Summer term to October half term*

- School jumper
- School shirt
- School skirt – length to be no more than 3 inches from top of the knee
- White ankle socks or thick dark grey tights
- Plain black shoes
- Hair of one natural colour tied back. Half ponytail is acceptable.

#### *In addition girls may wear*

- Plain black coat. This can have fake fur around the collar but no obtrusive writing or labels. This is to be worn over the blazer, not instead of, and must be removed in the classroom, dining room and chapel.
- A wrist watch
- Earrings: maximum of two studs in each lobe. Earrings in other parts of the ear will have to be removed.
- One plain necklace with religious symbol (i.e. a cross, star of David etc).
- Grey school scarf
- Plain gloves

#### *Snowy/icy weather: when a member of SMT gives permission, girls may wear:*

- Waterproof and warm footwear
- A hat. Hats are to be removed inside.

#### *Tennis Scholars*

Must always be in full Queenswood tennis kit. Uniform to be worn on days not travelling to Gosling until post 16:25.

### *Study Leave*

Year 11 must be in full uniform when they are in exams, revision lessons and around the main school site. They may wear their own clothes in House but must change when leaving the House.

### *PE Kit (Years 7-11)*

Girls must wear Queenswood-branded PE kit during their PE lessons but PE kit should not be worn around the school during the day.

Girls should change into PE kit directly before their PE lesson, not at lunch or break. They should change back into their school uniform after their PE lesson.

Girls must change at lunchtime for all PE lunchtime activities. They must then change back into full uniform for afternoon lessons. Time will be given for this.

**There are some exceptions to these rules.** These are:

- PE kit may be worn to tutorial/chapel if a girl has a PE activity before school (i.e. before 08:20) and has PE before break.
- If a pupil has a lunchtime sporting activity and a match in the afternoon, she may stay in PE kit after lunch.
- If a girl is regularly changing more than three times in one day, she should speak to the Deputy Head Pastoral to see if special dispensation can be applied.

When kit is permitted to be worn to lessons (with the uniform policy regulations), Queenswood tracksuit trousers and a regulation mid-layer/jacket should also be worn. It is not appropriate to attend lessons in athletic shorts or short games skorts.

### *Dance (Years 10 and 11)*

- Queenswood-branded dance kit may be worn to chapel /tutorial by Year 10 and 11 if a pupil has dance before break.
- Dance kit may be worn to lessons 5,6,7 or 8 by Year 10 or 11 if a pupil has dance during one or more of these periods.
- If a girl is regularly changing more than three times in one day, she should speak to the Deputy Head Pastoral to see if special dispensation can be applied.

### *Drama (Years 10 and 11)*

- Girls may wear suitable clothing for these lessons only. Kit may not be worn around school before or after these lessons.

### *Make up/nail varnish*

Not permitted with uniform.

### *Home Clothes Day*

Girls may wear their own clothes but must not wear strappy tops, short shorts or short skirts. No midriffs to be on display.

### *Daily Uniform check*

Uniform should be checked each morning by House staff if the pupil is a boarder and the tutor if a day girl. Sanctions will be issued for inappropriate uniform (more information at the end of the document).

## *SIXTH FORM UNIFORM*

Our guiding principle is that girls are here for business. Their dress should reflect a serious approach to study.

- Tailored blazer/jacket (to be worn at all times)
- Smart tailored dress, skirt of appropriate length or tailored trousers
- Smart plain shoes of one colour (including the sole) with no obvious logos
- Hair should be of one natural colour

### *Clothing items NOT accepted*

- Hoodie - including Q branded hoodies
- Light coloured trainers
- Denim
- Leggings
- Jeggings
- Ugg boots
- Flip flops
- Cropped or strappy tops
- Shorts
- Miniskirts shorter than 6" from the bottom of the knee

### *PE Kit (Sixth Form only)*

Own kit may be worn to PE lessons only. All girls should change directly before PE, not at lunch or break.

Girls taking A level PE, drama or dance may wear kit for practical lessons only. They may change at lunch or break if their lesson is prior to the next break in the school day. They should change back into Sixth Form dress at the next break in the school day (i.e. break or lunch).

### *Additional items (Sixth Form only)*

Girls may wear subtle make-up

Nail varnish may be worn

Jewellery should be discreet

Visible piercings should be in the ear lobes only

Girls may wear a smart coat of a colour of their choice over their jacket

No tattoos to be visible

Plain hats may be worn in cold weather but must be removed when inside

### *Study Leave*

UVI girls must be in Sixth Form dress when they are in exams and around the main school site. They may wear their own clothes in House but must change when leaving the House.

### *Sanctions Process for inappropriate uniform*

Sanctions to be logged by the Housemistress/Houseparent if a boarder and tutor if a day girl. After three offences, the tutor will write home if a day girl and HM/HP if a boarder. Further sanctions will trigger the sanctions policy.

House staff and tutors to check uniform every morning before chapel/lessons.

If a girl arrives at a lesson or school event in inappropriate or incomplete uniform, the subject teacher or adult in charge must challenge this and email the Tutor. The Tutor or Housemistress (if a boarder) will then log a sanction if a warning has already been given. This will trigger the sanctions policy and parents will be written to on the third offence.

If a pupil in Year 7 to 11 is wearing nail varnish or make-up, she will be asked to remove it at the next break. Tutor to be emailed. If nails are acrylic or gel, Tutor/Housemistress/Houseparent to email home and allow 5 days for them to be removed. If this deadline is not met, the pupil should be sent to her Head of Year.

Skirt length - if a member of staff is unsure about a pupil's skirt length, they should email the Deputy Head Pastoral, who will see the pupil and contact home, if necessary. Staff should not enter into a conversation about skirt length unless they feel comfortable doing so.

Smart watches – if used inappropriately, should be confiscated in line with the mobile phone and technology policy and given to the Tutor or Housemistress/Houseparent. They cannot be worn during examination periods.