



Oakleigh Grammar

Policy Document Name	Uniform Policy
Date Ratified by Management Committee	November 2015
Date for Review	November 2017

PREAMBLE

At Oakleigh Grammar students are expected to wear their uniform in a way that reflects pride in their own appearance and in their School. All students need to be correctly dressed in School uniform whilst at the School and travelling to and from the School. If a student cannot be in complete School uniform a written explanation from home needs to be provided to their Home Group Teacher and they will be issued with the appropriate uniform pass. While in uniform students need to behave in an appropriate manner that will enhance the School's reputation.

PURPOSE

Uniform Code

Uniform according to the Term

Term 1	Summer Uniform compulsory
Term 2	Winter Uniform compulsory
Term 3	Winter Uniform compulsory
Term 4	Summer Uniform compulsory

PROTOCOLS

Specific uniform requirements

- The School blazer is to be worn to and from school and at official School functions and excursions. With the exception of extremely hot days of 20°C and over.
- The School jumper may not be worn outside the school grounds without a blazer being worn over it.
- The length of the girls' uniform should be at, or just above the knee.
- Sports uniform will only be worn when there is a scheduled PE/Sports class.
- T-shirts or long sleeve tops must not be worn under the School or Sport uniform.
- Top buttons of shirts must be done up.
- The wearing of jewellery is not permitted, with the exception of a watch and small cross. The only earrings permitted for girls are small sleepers or studs.
- Wearing of nose rings is not permitted for any student.
- The multiple piercing of the ear or piercing of any other part of the body is not permitted.
- Boys are not permitted to wear any form of earring.
- Girls' hair must be tied back if it is shoulder-length or longer and tied with a ribbon in the School colours, maroon, white or grey.
- Boys' or girls' hair must not be tinted, coloured, dyed or treated in any way.
- Year 10, 11 and 12 girls' can wear their hair tied up or partially down and have subtle natural hair colour.
- Girls must only wear hair ribbons, hair clips or elastic bands that are of the School colours of maroon, white or grey.
- All male student's hair must be neat, just below the ears and cannot be tied in a ponytail or topknot.
- All male students must be clean shaven. Any change with regard to facial hair must be provided, in writing, to the Principal
- The use of nail polish and make up is not permitted at school.
- Scarves are to be worn only in winter and must be of the School colours, maroon, white or grey.
- Regulation black leather lace-up School shoes must be worn by girls and boys. (We do not recommend IDAHO sandals for girls).
- Girls can wear either grey tights in winter or white knee high socks in winter or summer. They may not wear socks on top of tights.
- Sports shoes are required for all sporting activities – white colour recommended with non-marking soles.
- Sportswear and protective equipment.
Students participating in EISM Carnivals may need to purchase particular sportswear or protective clothing e.g. maroon bathers, mouth guards, shin guards, etc.
- All parts of the uniform need to be labelled, clean and laundered regularly for reasons of appearance, health and hygiene.

Administration of the Uniform Infringement Sanctions

1. Students who are not wearing their uniform correctly are to be issued with a uniform infringement notice (white paper copy). The pink carbon copy is to be placed in the Chit Box in the Staff Work Area.
2. Administration Assistant enters student 'chit' data on a spreadsheet (Uniform Behaviour Lateness (UBL) data base) twice a week together with behaviour and lateness chit data.
3. Once a student has accumulated three chits (which can be a combination of uniform, behaviour or lateness chits) the Administration Assistant sends an email with the following information to the relevant Head of School (HOS), and Heads of Schools Personal Assistant (HOS PA).

*Name of student and Home Group Class
Dates and types of infringements.*

4. HOS PA creates a detention letter to be posted home to the parents and provides student with a copy of the detention letter by hand.
5. DP's PA builds Detention Lists for the coming weeks, publishes the Detention List (email to HOS, all staff and places hard copy list on Staff Notice Board) for the Thursday Detention by Wednesday lunchtime.
6. DP and rostered staff runs the detention and emails an attendance report to HOS.
7. HOS follow-up on any student absent from detention and produces a new detention date for the absent students. DP notifies HOS of any student who has defaulted more than once on a detention.
8. HOS posts updated detention letter home to parents and a copy of the detention letter to the student by hand.
9. DP to notify HOS when a student has received three (3) detentions in the one term. HOS to follow-up the issue with parent and the student.