



# **Singleton Primary School**

## **Dress Code Policy**

**Approved by the School Board March 2021  
To be reviewed 2024**

## Singleton Primary School Dress Code Policy

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## **Background**

All public schools are required to have a dress code policy and students are required to comply with the code unless they have been granted an exemption.

Exemptions and sanctions will be managed in accordance with the *School Education Regulations 2000* and requirements in the *Dress Codes for Students Procedures*.

## **Rationale**

Dress codes are tangible evidence of the standards expected of students. A school's dress code plays an important role in promoting a positive image of the school and creating a sense of identity among students.

The Singleton PS School Board and community believe that the School Dress Code:

- Develops pride and school community spirit in students
- Enhances the public image and status of the school
- Encourages equity among students
- Ensures students are dressed safely for specific school activities e.g., physical education, excursions.
- Promotes the school's SunSmart Policy and protects students from ultraviolet radiation
- Keeps the cost of clothing within reasonable limits for parents
- Promotes safety of students through easy identification
- Assists students to learn the importance of appropriate presentation.

## **Purpose**

- To provide parents and students with a dress code that is safe and appropriate for school activities, reasonable by contemporary standards, is affordable to parents, and considers the risks of ultraviolet radiation.
- To encourage the wearing of the school uniform by providing sanctions for students not complying with the dress code.
- To provide appropriate processes for exemption or modification related to student health, ethnic considerations, religion or any other matter, which in the Principal's opinion, is sufficient to exempt a student from the dress code requirements.

## **Guidelines**

Acceptance of enrolment at Singleton Primary School assumes an agreement that the enrolling student will dress within the guidelines of the School Dress Code Policy, including any negotiated exemptions. Students must wear the school uniform when representing the school at sporting events and excursions. The wearing of clothing showing motifs or pictures that may be seen to be offensive to others or inappropriate is not acceptable. Uniforms can be purchased from the school uniform shop or department stores.

## **Dress Code Requirements**

### **Kindergarten**

- Students to be dressed in clothing suitable for the activities provided at Kindergarten. Activities include but are not limited to painting, cooking, physical activity, indoor and outdoor play.
- Broad brimmed, bucket or legionnaire style hat. This is for ultraviolet radiation protection and supports our SunSmart Policy.
- Sneakers or sandals with a back strap. Shoelaces must be tied up or Velcro straps.
- Singleton Primary School uniform is optional.

### **Pre-Primary - Year 6**

- Green and grey collared shirt with school logo.
- Grey shorts, skorts, skirts, long pants, track pants, tights or leggings, tartan dress. No denim as per Department of Education Policy. Denim imitations are not acceptable.
- Leggings are to be worn underneath a skort, skirt or shorts.
- Green and grey school jacket with school logo
- Broad brimmed, bucket or legionnaire style hat. This is for ultraviolet radiation protection and supports our SunSmart Policy. Broad brimmed reversible Faction hats are available at the uniform shop.

### **Interschool Sport**

Singleton Primary School will provide all students selected in interschool sporting competitions with a uniform shirt, to be worn for the day then returned. The Physical Education teacher will ensure that interschool sports uniforms will be available for all students selected.

### **Graduation Uniform**

Students in Year 6 may purchase a Graduation Student shirt as part of the school uniform. Students are required to wear these items for special occasions i.e.: Graduation.

### **Footwear**

Appropriate footwear must be worn at all times. Enclosed running shoes are preferred as students will participate in sport or play activities on a daily basis. Acceptable shoes: sneakers, black school shoes or sandals with a back strap provide protection against injuries. Standard style sneakers/shoes with matching laces and matching socks should be worn, laces should be tied up and Velcro adhered. Avoid all fads and fashion statements in footwear for school. No thongs, Ugg boots, crocs, high heels, surf sandals or canvas shoes.

### **Kitchen Garden**

Appropriate closed in shoes must be worn and hair must be tied back for safety and hygiene reasons.

### **Hats and Sun Protection**

Singleton Primary School is a SunSmart school. All children must wear a grey broad brimmed, legionnaire or bucket hat at all times when outside. Reversible Faction hats are available at the uniform shop. With the increasingly high incidence of ear and facial skin cancers, caps are not acceptable as they do not provide sufficient protection. A strict No Hat No Play policy is in place all year.

## **Hair**

Hair that is long enough to be on the face and/or over the eyes of a student and/or is longer than shoulder length is to be tied back to keep hair neat and tidy and well out of eyes and face. If hair blows on a student's face in wind, this is a good indication their hair should be tied back. This is to ensure students have clear vision for work and play and reduce the chance of head lice. Any clips, ribbons or headband accessories need to be plain and in school colours. Hair should be of a natural colour and not be brightly coloured unless for special occasions e.g., sport carnivals or wacky hair day.

## **Jewellery, Make Up, Nail Polish and Stick-on Tattoos**

Jewellery, makeup, nail polish and visible stick-on tattoos do not form part of the School Dress Code and should not be worn. Exceptions to this are watches, Medic Alert bracelets, small stud or small sleeper earrings and cultural or religious items.

## **Modifications of the Dress Code**

Parents of students requiring a modification to the School Dress Code Policy are required to discuss the matter with the Principal and apply for an exemption. (Appendix A) Staff will be informed of any student granted a modification to the School Dress Code.

The School Dress Code may be modified by Administration for special events including, but not limited to, camps, sports carnivals and swimming lessons.

## **Financial Difficulty**

Students whose families experience financial difficulties regarding the purchase of a school uniform should contact the Principal to discuss the situation. Parents will receive assistance / support in obtaining the correct school uniform, if necessary.

## **Non Compliance**

### ***The Principal and/or staff will***

- Support students to wear the correct school uniform with discussion centred on the benefits and positive aspects of a school dress code as well as rewards and incentives.
- Contact the parent/carer to discuss why their child is not wearing the correct uniform.
- Provide assistance/support to parents/carers to obtain correct school uniform.

Issues regarding non-compliance, or requests for exemptions from the dress code will be referred to the Principal.

### ***Students***

Students who do not comply with the dress code of Singleton Primary School may find that they will be excluded from representative sporting events and extra curricula activities which include excursions, choir, musical and social events. A meeting with the student and student's parents/carers will occur after 5 reminders.

## Sanctions

Students not following the Dress Code:

1. Will receive counselling from the classroom teacher on the School's Dress Code.
2. Students will be reminded to dress as per the School Dress Code. A message or letter (Appendix B) will be sent home to parents/ caregivers as follows:

*"Today your child was not in correct uniform. Please ensure your child attends in correct uniform as outlined on the school website. Thank you for your cooperation."*

Reminders will be documented by school staff and stored on student files.

3. If non-compliance with the dress code continues a letter (Appendix C, D) will be sent home with instructions on accessing the School Dress Code Policy and a uniform order form. Part of this will include an acknowledgement of receipt of the information. Copies of this record of counselling are to be placed on both the student's file, and file 857.01 - School Uniform Policy.

If a student is not able to wear their full school uniform for any reason, the parent or carer should advise the classroom teacher via a note, message or email. Inclusive of the timeframe, i.e.: due to ankle injury and bandage my child is required to wear a thong for 5 days.

## Conclusion

Singleton Primary School students participate in many different activities in the course of their time at school. The uniform is smart and easily identifies our students on and off school grounds. It is not designed as a fashion statement or to suit individual likes and dislikes, but rather as practical school wear which all students are expected to wear. We ask that all parents and carers respect and actively support the School's Dress Code Policy and ensure that their children are correctly attired at all times.



**APPLICATION FOR MODIFICATION TO SINGLETON PS DRESS CODE**

**Student :** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Room:** \_\_\_\_\_

**Parent:** \_\_\_\_\_ **Contact number:** \_\_\_\_\_

**Modification Requested:**

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**Reason for Modification (circle):**

Medical / health                  Ethnicity                  Religion                  Other

Outline reason for modification: \_\_\_\_\_

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Evidence provided:                  Yes (please attach)                  None provided

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

**To be completed by the Principal.**

This application has been approved and is effective \_\_\_\_\_ until \_\_\_\_\_

Review required. Date: \_\_\_\_\_                  Review not required.

Comment: \_\_\_\_\_

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This application has been denied.

Comment: \_\_\_\_\_

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Principal: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Breach of Singleton Primary School Dress Code Notification** Appendix B

**Student :** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Room:** \_\_\_\_\_

*Today your child was not in the correct uniform. Please ensure your child attends in the correct uniform as outlined on the school website.*

*Please contact the Principal if you would like to apply for a modification to the dress code (based on medical / health, ethnic or religious reasons).*

*The School Dress Code Policy is provided on our school website and is available at the front office. Thank you for your cooperation.*

[www.singletonps.wa.edu.au](http://www.singletonps.wa.edu.au)

**Teacher:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

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Teacher to send the top half of this form home and store the lower half in student file.

**Breach of Singleton Primary School Dress Code Notification**

**Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Room:** \_\_\_\_\_

*Today your child was not in the correct uniform. Please ensure your child attends in the correct uniform as outlined on the school website.*

*Please contact the Principal if you would like to apply for a modification to the dress code (based on medical / health, ethnic or religious reasons).*

*The School Dress Code Policy is provided on our school website and is available at the front office. Thank you for your cooperation.*

[www.singletonps.wa.edu.au](http://www.singletonps.wa.edu.au)

**Teacher:** \_\_\_\_\_ **Signature:** \_\_\_\_\_



Dear Parent/Carer,

At Singleton Primary School we encourage students to have a sense of pride in their school and as such, require all students wearing the appropriate school uniform and adhering to a dress code.

The Dress Code Policy has been developed after discussions with parents, staff and students. This dress code has been devised by the School Board to clarify and promote the status of the uniform.

The Singleton Primary School community believes that a school uniform:

- develops pride and school community spirit in students
- enhances the public image and status of the school
- encourages equity among students
- ensures students are dressed safely for specific school activities e.g., physical education, excursions.
- Promotes the school's SunSmart Policy and protects students from ultraviolet radiation
- Keeps the cost of clothing within reasonable limits for parents
- Promotes safety of students through easy identification
- Assists students to learn the importance of appropriate presentation.

The area of **ongoing** concern regarding your child's dress code is Shirt, Shorts, Skirt, Headwear, Footwear, Jewellery/Make up, other:

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Staff at our school appreciate that sometimes there are circumstances in which children may not be able to wear an item of school clothing and these occasions can be explained by a note, phone call, or email to the school.

I have discussed your child's dress code with them on a number of occasions and there has been no improvement. Our Dress Code Policy does allow for sanctions to be applied to students who continually breach the policy and I am hopeful of avoiding this, by bringing the matter to your attention.

If you would like more information on our school's dress code, please feel free to come and see me, or a member of the Administration Team.

Thank you in anticipation of your support with this matter.  
Yours sincerely,

Class Teacher

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Parent Comment \_\_\_\_\_



Dear Parents/Carers

Singleton Primary School has a dress code policy that was developed by the School Board with the backing of the staff at the school. It has been drawn to my attention that your son/daughter \_\_\_\_\_ has not been wearing the school uniform as outlined in the School Dress Code Policy. This is despite several requests from teachers.

Specifically: \_\_\_\_\_  
\_\_\_\_\_

As a school community that prides itself in setting high standards, we ask for your cooperation in ensuring that your child wears the correct uniform to school.

If there is a valid reason why your child is not wearing the correct uniform, or if you wish to discuss this matter further, please do not hesitate to contact me.

Please return the tear off section below to acknowledge receipt of this letter. A copy of the School Dress Code Policy that outlines the correct school uniform to be worn by students attending Singleton Primary School can be accessed on our school website or at the front office.

Yours sincerely  
Darlene Gostelow  
Principal

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**SINGLETON PRIMARY SCHOOL DRESS CODE POLICY**

I acknowledge receipt of the school dress code policy letter.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Comment: \_\_\_\_\_  
\_\_\_\_\_