



## UNIFORM POLICY

**Issue Date: August 2020**

**Review Date: August 2022**

### RATIONALE

Forest Hill College is an inclusive environment that believes in having high expectations for uniform and appearance, this includes a policy on School Uniform, making it compulsory for all students to wear. Our College uniform reinforces a student's sense of pride in our school and instills recognition in seeing themselves as an integral part of the school community. The uniform also provides a measure of security when students are travelling to and from school or participating on excursions.

### PURPOSE

1. To promote equality amongst all students
2. To further develop a sense of pride in, and identification with our school
3. To enhance the positive image of the school in the community
4. To provide guidelines for the prescribed uniform for students
5. To ensure the provision of durable and practical clothing for the school community.
6. To ensure continuing school community participation in major decisions about school uniform.
7. To provide a structure for supporting the College community's decision that uniform is compulsory.

### GUIDELINES FOR IMPLEMENTATION

1. Wearing of the College uniform is compulsory for all students that enroll at Forest Hill College
2. Details of the prescribed uniform and appearance expectations (attachment 1) will be documented and the community will be regularly informed of these requirements.
3. Expectations of student, parents and staff insuring the uniform is worn correctly will be clearly written and published.
4. The Uniform Policy and appearance and uniform expectations apply during school hours, while travelling to and from school, and when students are on school excursions.
5. School Council requires the Principal to be responsible for implementation of the Uniform Policy and non-compliance with the uniform and appearance expectations will be monitored by the Year Level Leader and dealt with through the implementation of a staged response aiming to change individual student behavior.
6. Parents seeking exemptions to the uniform and appearance expectations due to religious, ethnic or cultural background, student disability or health condition may apply in writing to the Principal for consideration.
7. Major changes to uniform will only be made after consultation with the College community and the support of College Council.
8. Major uniform changes will be phased in over a period no less than 2 years.
9. Items of uniform will take account of quality, durability and costs to ensure that an unreasonable financial cost is not imposed on families.
10. Forest Hill College will endeavour to support students in cases of hardship, identified by the *WellnessLeader, Principal Team, Year Level Leader* (or staff member with responsibility).

### RATIFIED BY COLLEGE COUNCIL:

## Attachment 1



### Uniform and Appearance Expectations

Forest Hill College is an inclusive environment that believes in having high expectations for uniform and appearance; this includes a policy on School Uniform, making it compulsory for all students to wear. Our College uniform reinforces a student's sense of pride in our school and instils recognition in seeing themselves as an integral part of the school community. The uniform also provides a measure of security when students are travelling to and from school or participating on excursions.

All items of Forest Hill College uniform are available from Victoria Schoolwear (Address: 189 Middleborough Road Box Hill South; Website: [www.victoriaschoolwear.com.au](http://www.victoriaschoolwear.com.au)).

<b>School Bag</b>	In 2014 the College introduced a new school bag available exclusively from Victoria Schoolwear. The new bag has the College logo printed on it prominently and is lightweight but contains all the necessary compartments to make it an effective and safe bag for students to carry.
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#### Guidelines for uniform:

	Summer uniform (Preferred: Term 1 and 4)	Winter uniform (Preferred: Term 2 and 3)	Shoes
All students	<p><b>College branded:</b> Navy jacket Navy V-neck jumper Hoodie Rugby jumper Grey or Navy shorts OR Summer Dress</p> <p>Navy polo shirt OR Short sleeved white shirt (preferred <b>with</b> tie) Plain navy or white socks (above the ankle)</p>	<p><b>College branded:</b> Navy weather jacket Navy V-neck jumper Hoodie Rugby jumper Tailored plain grey or navy trousers OR Winter Skirt</p> <p>Long sleeved white shirt (preferred <b>with</b> tie) navy college polo shirt</p> <p>Plain navy or white socks (above the ankle) Navy blue tights</p>	 <p>(no greater than a 2cm heel)</p> 
<b>Year 11/12 Specific</b>	White VCE College polo with logo.		
<b>Year 12 Specific</b>	Year 12 Bomber Jacket (sourced by the College) will continue to be available to all year 12 students.		
<b>Academy program specific</b>	Academy students are expected to wear full Forest Hill College uniform when on College grounds <i>unless</i> participating in academy activities.		

<b>Physical Education (P.E) Uniform – all students</b>	
P.E	<p>PE polo shirt AND/OR College PE Rugby top (long sleeved) Navy blue shorts with logo OR Navy blue Track Pants with logo Plain white or grey socks</p> <p>Student supplied running shoes</p>

NB: Failure to bring PE uniform to classes will result in consequences being implemented by the classroom teacher.

- Interschool sports participants in all year levels are required to wear FHC PE/sports uniform to attend such events.

<b>Other</b>	<p>College tie – preferred item when wearing a white shirt</p> <p>For increased warmth a plain white or navy t-shirt is acceptable but should not be able to be seen</p> <p>Plain navy blue scarf (with winter uniform only)</p> <p>Blue/Green/White hair ribbons</p> <p>College Blazer is available from Victoria Schoolwear</p> <p>Forest Hill College supports SunSmart ideals and as such a College truckers cap is available from Victoria Schoolwear, no other headwear is permitted</p> <p>Navy beanie with logo</p> <p>Navy scarf with logo</p>
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**Guidelines for appearance:**

<b>Shoes</b>	<p>All students are required to wear shoes that are consistent with College Council expectations of black, leather, polish-able, shoes (lace up/buckle up) as pictured in the uniform guidelines. Victoria Schoolwear is able to advise parents on shoes that are acceptable and carry a range of shoes that the College has approved.</p> <ul style="list-style-type: none"> <li>• Canvas slip on shoes, ballet flats, and the like are NOT acceptable shoes for school</li> <li>• Black Nike Roche, black Converse runners or black casual sneakers are NOT acceptable shoes for school</li> </ul>
<b>Dresses and skirts</b>	<p><b>Guidelines for dress/skirt length:</b></p> <p>Summer – approximately 5 cm above the knee</p> <p>Winter Skirt – this is designed to be worn at or just above the knee (for warmth)</p>
<b>Hair, piercings, make up, nail polish/other:</b>	<p>Hair colour is to be a natural colour. This includes any colour that is naturally occurring, such as brown, black and blonde. Any unnatural hair colours such as blue and pink are not acceptable.</p> <p>One facial piercing is allowed. The piece of jewellery is required to be a small plain silver, gold or clear stud- no colours. For any classes where the piercing may be deemed as an occupational health and safety hazard (such as technology and physical education), it is the staff members discretion to request that students cover the piercing with a Band-Aid.</p> <p>For any student who currently has more than one facial piercing, they are expected to remove them to align with the policy.</p> <p>Two piercings per ear is allowed. The jewellery is required to be studs or sleepers. Earrings that dangle such as hoops are not acceptable. Extender studs (those that extend the pierced hole) are not acceptable.</p> <p>Any tattoos must be covered.</p> <p>If nail polish is worn by students, it must be neat and tidy. Any student whose nail polish is wearing off will be expected to remove it at the request of any staff member.</p>

Expectations of the Forest Hill College community:

<p style="text-align: center;"><b>Students</b></p>	<ul style="list-style-type: none"> <li>✓ To wear the correct school uniform, every day</li> <li>✓ To wear the correct school uniform <b>to</b> and <b>from</b> school, every day</li> <li>✓ To organise their uniform the night before and to get a note if an item will be out of uniform</li> <li>✓ See the Year Level Leader with a note, <b>before school begins</b> and receive an out of uniform pass</li> <li>✓ Encourage peers to wear the correct uniform</li> <li>✓ PE uniform must be worn to PE classes and Interschool Sport</li> <li>✓ Can wear the complete PE uniform to school (and bring College uniform), when they have PE period 1 only.</li> <li>✓ Can wear the complete PE uniform home (after wearing College uniform all day), when they have PE period 4 only</li> <li>✓ Academy students may wear full academy uniform for travel to school on days when they have an academy class before school. They are not permitted to wear academy uniforms home unless they have participated in an all day academy event.</li> <li>✓ Can change into runners during lunchtime if they are involved in an organised, school approved, training session supervised by a coach/teacher.</li> <li>✓ Can take runners to the gym and change into them if using the gym (supervised) during lunchtime</li> <li>✓ To operate within all the expectations around uniform and appearance when at school, or travelling to and from school.</li> <li>✓ Be familiar with the staged response to being out of uniform and non-compliant with the expectations</li> </ul>
<p style="text-align: center;"><b>Parents</b></p>	<ul style="list-style-type: none"> <li>✓ Support the College uniform and appearance policy</li> <li>✓ Encourage your child to take responsibility for having their uniform prepared the night before</li> <li>✓ Ensure that their uniform is clean and ready for them to wear</li> <li>✓ Provide your child with a note explaining why they are out of uniform</li> <li>✓ Contact the Year Level Leader if there is a concern about payment for uniform</li> <li>✓ Contact the Year Level Leader if your child is going to be out of uniform for an extended period of time</li> <li>✓ Consider the expectations around hair colour, piercings and nail polish when having conversations with your child about their personal choices</li> <li>✓ Be familiar with the staged response to being out of uniform and non-compliant with the expectations</li> </ul>
<p style="text-align: center;"><b>Staff – in general</b></p>	<ul style="list-style-type: none"> <li>✓ To be aware of the uniform and appearance expectations and to engage in regular dialogue with students about these</li> <li>✓ To ask students in any class they are teaching, and as they pass them whilst moving around the College, for their out of uniform pass and to follow that up with a conversation about the College expectations around uniform and appearance.</li> <li>✓ Direct a student that does not have a uniform pass to see their Year Level Leader at the next break</li> <li>✓ In the event that a student does not have a uniform pass, for items that are being worn on top of or under the correct school uniform, request the removal of items <ul style="list-style-type: none"> <li>○ Refer students that refuse this request to the Year Level Leader utilising a referral form.</li> </ul> </li> <li>✓ To inform the Year Level Leader if a student is out of uniform on an ongoing basis</li> <li>✓ Request for students to cover any piercings where it is deemed to be an occupational health and safety hazard <ul style="list-style-type: none"> <li>○ Refer students that refuse this request to the Year Level Leader utilising a referral form.</li> </ul> </li> </ul>
<p style="text-align: center;"><b>Year Level Leader</b></p>	<ul style="list-style-type: none"> <li>✓ Inform students and parents of the uniform and appearance expectations of the College</li> <li>✓ Monitor the students in your year level and set high expectations around the wearing of the College uniform. Ensure that items worn over the top of or under College uniform (and can be seen) are removed</li> <li>✓ Provide uniform passes to students</li> <li>✓ Seek to understand non compliance with the uniform and or appearance expectations <ul style="list-style-type: none"> <li>○ Parent perspective (refer non compliant parents to the Assistant Principal responsible for student management)</li> <li>○ Student perspective</li> </ul> </li> <li>✓ Link families with assistance in the event that cost is a factor in non-compliance</li> <li>✓ Implement consequences for students that remain non-compliant with uniform and appearance expectations using a staged response that allows students that opportunity to change their behaviour</li> <li>✓ Implement consequences for students that do not seek a uniform pass prior to the start of the school day using a staged response.</li> </ul>

### What happens if a student does not comply with the uniform and appearance expectations?

At Forest Hill College we have found that when expectations are clearly communicated to both students and parents the incidence of non-compliance is minimal and limited to very few individuals.

On the whole we commend our students and their families for the pride that they take in their appearance when wearing the College uniform.

In the event that a student comes to school without the correct uniform the Year Level Leader will seek to understand if there are extenuating circumstances for the individual and his/her family.

If there are extenuating circumstances the Year Level leader will assist the student and family in resolving this.

If there are no extenuating circumstances the Year Level Leader will implement the following staged response\*:

**1<sup>st</sup> Offence** – The student receives a formal warning that a future breach of uniform without a note will result in a Year Level Leader detention (these occur after school for a period of 45-60minutes and parents are notified in advance)

**2<sup>nd</sup> Offence** – The student receives a Year Level Leader detention (parents are notified)

**3<sup>rd</sup> Offence** – The student receives 2 Year Level Leader detentions and a copy of the document “Uniform and Appearance Expectations” is sent home to parents (with a cover letter)

**4<sup>th</sup> Offence** – The student will be internally suspended, this means they attend school but complete the day’s work utilizing an alternative timetable that restricts their interaction with the broader College Community.

**5<sup>th</sup> Offence** – In the unlikely event that a student remains non-compliant and continues to breach the uniform and appearance expectations the College *may* now consider an external suspension from school for 1 to 5 days depending on how long it takes to resolve the ongoing issue of compliance with the uniform/appearance expectations.

Staged Response\* a hierarchy of consequence that provide opportunities for the student to change his/her behavior.

### What happens if a student does not get a uniform pass before school?

It is the students’ responsibility to see a Year Level Leader prior to the start of the school day, this needs to take place between 8:30am and 8:50am as all staff attend a briefing from 8:50am to 9:00am and then make their way to Home Group.

If a student does not get a uniform pass during this time the Year Level Leader will seek to understand if there are extenuating circumstances for the individual and his/her family.

If there are extenuating circumstances the Year Level leader will assist the student and family in resolving this.

If there are no extenuating circumstances the Year Level Leader will implement a staged response that is the same as the one above.

