



Richmond Primary School

Uniform Policy

Rationale:

At Richmond PS there is a compulsory school uniform.

- A uniform dress code reinforces in students a pride in their own appearance, instils recognition of themselves as an integral part of the school community, and assists in developing pride in representing their school. Issues of equality, health and safety, and expense are also factors that contribute to the establishment of the Dress Code.

Aims:

- To promote equality amongst all students.
- To further develop a sense of pride in, and identification with our school.
- To provide durable clothing that is cost effective and practical for our school environment.
- To maintain and enhance the positive image of the school in the community.

Implementation:

- After consultation with the school community and the Student Representative Council, School Council has developed a Dress Code that we believe provides choice for the students, allows for students to safely engage in the many varied school activities, and caters for the financial constraints of families.
- The Dress Code applies during school hours, while travelling to and from school, and when students are on school excursions.
- Summer and winter uniforms are required to be worn.
- The only head wear that is acceptable is Sunsmart hats consistent with our Sunsmart policy. They must be worn outside from 1 October until 30 April. Hats are not to be worn inside.
- The student Dress Code, including details of uniform items and times of purchase, will be published in the newsletter at the start of each year.
- School Council requires the Principal be responsible for implementation of the Dress Code in a manner consistent with the Student Code of Conduct.
- Parents seeking exemptions to the Dress Code due to religious beliefs, ethnic or cultural background, student disability, health condition or economic hardship must apply in writing to the school council via the Principal.
- The Principal will maintain a fund to assist families who cannot afford the uniform. Money will be collected through sponsorship.
- A cash flow budget will be maintained by the office and a profit and loss statement created at the end of the year.
- A stock take will be conducted at the end of the year and stock on hand reflected in the profit and loss statement.
- **Stock on hand will be kept at a minimum as the school cannot afford to carry large amounts of stock.**
- Prospective prep parents will be encouraged to order prior to the end of the school year and a large order will be made.
- Similarly the community will be encouraged to order at the end of term 1 so that a large winter order can be made.
- Shoes: black school shoes or runners only. (In summer closed toed sandals may be worn. **NO** open-toed shoes, thongs, slippers, crocs to be worn).

Evaluation:

- This policy will be reviewed as part of the school's three year review cycle.

Uniform Shop Protocol

1. Box for orders left on the bench at the main office.
2. Copy of price list left in stand near the main office and on the website.
3. Uniform shop opened 8.30 - 9.30am on Monday and 3.30 – 4.00pm on Thursday, (these times may be re-negotiated with the volunteer running the shop each year).
4. If clothing size is known, parents fill out order form at any time and put it in the box to be filled by the co-ordinator.
5. If child needs to try on garments then the parents must come at the shop's opening times.
6. The uniform order is filled by the co-ordinator of the shop and the parent is phoned and a time for collection of garments is made. **No uniform may be taken home without payment.**

Payment options:

1. Cheque/cash/credit card details can be provided to Jane when the order is placed in the box. Jane will then stamp "paid" then sign and date the order form and return to the parent to put in the box to be filled.
2. The parent may pay for the goods when they are collected.
3. Parents experiencing difficulties in purchasing uniforms because of financial difficulties will be referred to the Principal.