



ST. JOSEPH'S COLLEGE

CATHOLIC EDUCATION IN THE BRIGIDINE TRADITION



UNIFORM & GROOMING PROCEDURE

RELEVANT POLICY

Pastoral Wellbeing and OH&S

INTRODUCTION

St Joseph's College has a long and proud tradition of ensuring the fine presentation of its students. For over 130 years, the school uniform has represented belonging and commitment. Uniform allows us to set a standard of professional dress, provide a sense of belonging and inclusiveness for students as part of our school community and endeavours to provide a range of uniform options that ensure equity and access.

It is an expectation of enrolment that students and families will ensure that the uniform is worn correctly. From time to time, different reasons can arise which impede this. At these times, it is the parent and guardians responsibility to communicate this, or any concerns, with the school so that suitable arrangements can be made.

Uniform expectations have also been developed in an effort to enforce Occupational Health and Safety requirements and to ensure that student appearance remains simple and neat at all times.

PURPOSE AND SCOPE

To assist staff in helping students and families to meet the College uniform expectations.

To provide clear guidelines for staff about the correct processes for ensuring students wear the correct uniform.

DEFINITIONS

Nil.

RIGHTS AND RESPONSIBILITIES

- The school community expects that students wear their uniform with pride and care, and that at all times, as representatives of the school, they appear clean and tidy.
- Students are expected to wear the uniform as it is described on the College website at: <https://www.sje.vic.edu.au/uniform/>
- When students do not have the correct uniform, they are expected to bring a note from their parents/guardians, notifying the school of why the issue has occurred and when it will be rectified. Notes will only be accepted for five consecutive days before the procedure will be implemented. Staff will sign the uniform note, which students will carry with them at all times, and show to other teachers as requested
- Parents/Guardians are expected to support the College in implementing the College Uniform Expectations.

Teachers will enforce the school expectations as per this procedure, and should expect that it will not become a source of contention.

Implementation Steps

The Leadership Team will always ensure that Uniform Requirements can be found on the College website.

When a family cannot afford the Uniform

If a staff member becomes aware, or suspects that the reason a student is not in correct uniform is due to financial difficulty, the staff member should have a confidential conversation with the student's Learning Mentor and/or House Leader. This person may confer with the College Pastoral Care and Wellbeing Leader and/or the Business Manager, who will make contact with the family and/or make a decision about how the school might support the student/family in this instance.

When a student is out of Uniform (regular uniform):

1. The teacher who notices the breach should give the student a warning and give the student one day to remedy the issue. This may be entered on SIMON (Level 1: Uniform Infringement). If the student requires more than one day to get to a shop, this should be noted on SIMON.
2. On the second day, the LM will check to see that the issue has been rectified. If it has not, they will contact the parents/guardians (phone or email) to ensure that they are aware of the issue and to discuss how it might be rectified. This will be added on SIMON as a Uniform Infringement, including any possible follow-up.
3. On the third day, assuming the student is still out of uniform without a valid excuse, the student will be required to meet with the HL (LM will arrange this), who will issue a more formal warning that failure to comply may result in suspension from school. The HL will also speak with the parents/guardians and ensure the matter is added as a 'Follow-Up Note' on SIMON.
4. On the fourth day, assuming the student is still not in correct uniform, they will be placed on an internal suspension by the House Leader for 'sustained failure to follow school rules'. This will be entered as a separate (new) incident on SIMON by the House Leader, who will also notify the students' parents/guardian and explain the next step should the student fail to comply on Day 5. Parents will also be provided with the opportunity to assist in rectifying the situation.
5. On the fifth day, if the student attends school in the incorrect uniform, the Pastoral Wellbeing Leader will arrange for the student to undertake an external suspension. The student will only be reaccepted into classes following an interview between themselves, their parents/guardians, the HL and the Pastoral Wellbeing Leader, and assuming that the matter will then be rectified.
6. Should the student attend school anytime in the remainder of the term in the incorrect uniform, the Pastoral Wellbeing leader will arrange for the student to resume their external suspension, and for the student and parents/guardian to attend a meeting with the Principal to discuss the constant failure to comply with school rules and the subsequent ongoing enrolment of the student.

Where a pattern of incorrect uniform develops

If teachers notice a student who generally wears their uniform correctly, but on a relatively frequent basis (eg weekly) wears the incorrect uniform, the above steps should be utilized wholly within one term (after which the student will start 'afresh').

Confiscation of incorrect uniform items

Where the incorrect uniform is an item that can be removed or taken-off, the student should be given an opportunity to do so, and to put the item somewhere safe. Should the item be noticed on the student a second time within a term, the teacher may elect to confiscate the item. Confiscated items should be taken to the front office, where they will be safely stored. Students may retrieve their confiscated items at the end of the school day. Should the item be noticed again, it will again be confiscated and the incident will be escalated to Step 3 of the above procedure. Subsequent infringements will escalate in the same manner described above.

Related Documents

Uniform and Grooming Details

Uniform Price List

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