



# UNIFORM PROCEDURES

WELLBEING POLICY: CONNECT

Effective Date: January 2024

## 1. Purpose and rationale

- Dungog High School is a proud Uniform School, as endorsed by the P&C and the Department of Education.
- It is the policy of Dungog High School that all students must wear school uniform, every day.
- This Policy is in keeping with our aim of developing in students a feeling of belonging and a sense of identity, as well as keeping them safe in the school environment.
- The high expectations for uniform compliance are supported by the school through uniform assistance for families that may require support.
- The positive image that Dungog High School presents to the wider community is a high priority and is reflected in our Uniform Policy and Procedures.

## 2. Students are expected to adhere to the following uniform requirements:

- All students are to be dressed in the uniform outlined in Appendix 1.
- Students are expected to be dressed in a manner that is neat, clean, inoffensive, and safe at all times.
- Students may be required to wear specific items in accordance with their area of study and be Work Health & Safety compliant.
- Jewellery is to be kept to a minimum and always deemed safe for the school environment.
- Students are encouraged to wear sun safe hats, clothing and sunglasses, especially during peak ultraviolet radiation times.

## 3. Out of uniform

- If it is not possible for students to be in full school uniform:
  - Parent/carer provides student with a note of explanation:
    - Student takes note to roll call teacher. Teacher signs and dates. This becomes an *Out of Uniform* pass for the day.
    - Teacher records notes received in Compass.
    - If a student is recorded 3 or more times within a cycle, Year Advisor will contact student and parent/carer to address the matter and offer support.
    - Parent/carer does not provide student with note of explanation:
      - In Roll Call, the student will be recorded on Compass as being out of uniform.
      - Student may be offered a replacement and/or new item of clothing immediately by the Year Advisor/ Head Teacher Wellbeing/Deputy Principal or Principal.
- If a student is recorded 3 or more times within a cycle, Year Advisor will make contact with student and parent/carer to address the matter and offer wellbeing supports.
- Wellbeing restorative meetings with those students consistently out of uniform will be held at the end of each term with the HT Wellbeing to address the matter and offer further wellbeing supports.

#### 4. Administration

- Office staff will run a report once a cycle for those with a note more than 3 times in a cycle and those without a note and out of uniform.
- This report is sent firstly to Year Advisor for further intervention and referred to HT wellbeing/Deputy /Principal as needed.

#### 5. Student assistance for uniforms

- DHS is committed to supporting all students and families who are experiencing financial difficulties.
- Students out of uniform on any day may be offered a replacement and/or new item of clothing immediately by the Head Teacher Wellbeing, Deputy Principal or Principal.
- The Student Assistance Scheme (SAS) is a NSW Government policy providing eligible families financial assistance towards school related expenses, including for uniform.
- Students who require financial assistance for school related expenses are required to complete an Application for Student Assistance Funding form (available from the school office) and submit to Head Teacher Wellbeing.

#### 6. Recognising and encouraging the wearing of school uniform.

- A positive approach to recognise and encourage students who wear school uniform may include:
  - Formal recognition of groups at assemblies or by other means
  - Positive acknowledgment in school reports about individual students who support the school ethos, have pride in their school and represent it well.
- **Shoes must be those specified so as to ensure student safety. Students without correct footwear CANNOT be admitted to laboratories, workshops or kitchens. It is unsafe to do so.**
- The NSW Department of Education has made it very clear that sturdy material shoes must be worn at school especially for practical subjects. These subjects are Science, Agriculture, Industrial Arts, Home Science, Textiles and Design, Visual Arts and Design and Technology. Failure to meet these standards will become a Work Health and Safety (WHS) issue.
- Students will be offered appropriate shoes for these lessons as needed, If appropriate shoes are not worn for a practical lesson then the student will be provided alternative work to complete.

#### 7. Representing the school and school excursions

- The department supports the wearing of school uniform, which promotes a sense of belonging for students and creates a positive identity for the school community. School uniforms also contribute to the personal safety of students by allowing easier recognition of students inside the school and in the community.
- Schools expect students to wear the uniform during school hours, while travelling to and from school, and when engaged in school activities out of school hours.

## Appendix 1: School Uniform Requirements

Year Group	Uniform Description
<b>Junior</b>	<ul style="list-style-type: none"> <li>• <b>Yellow</b> buttoned collared shirt with school logo from Uniform Shop</li> <li>• <b>Yellow</b> polo shirt with school logo from Uniform Shop</li> <li>• Plain white or yellow undershirt (optional)</li> <li>• School tartan skirt, grey drill shorts, (mid-thigh to knee length only) or trousers</li> <li>• Plain grey tailored shorts (mid-thigh to knee length) or dress pants</li> <li>• Maroon jumper, hoodie, knit or polar fleece with logo from Uniform Shop</li> <li>• School branded track suit top</li> <li>• <b>Fully enclosed all black shoes</b>, preferably leather (WHS requirement)</li> <li>• White/black/grey socks or black stockings</li> <li>• Religious attire</li> </ul>
<b>Senior</b>	<ul style="list-style-type: none"> <li>• <b>White collared</b> shirt with school logo and maroon piping from Uniform Shop</li> <li>• <b>White polo</b> shirt with school logo and maroon piping from Uniform Shop</li> <li>• Plain white undershirt (optional)</li> <li>• School tartan skirt, grey drill shorts, (mid-thigh to knee length only) or trousers</li> <li>• Maroon jumper, hoodie, knit or polar fleece with logo from Uniform Shop</li> <li>• School branded track suit top</li> <li>• Senior DHS branded jersey</li> <li>• <b>Fully enclosed all black shoes</b>, preferably leather (WHS requirement)</li> <li>• White/black/grey socks or black stockings</li> <li>• Maroon blazer (optional)</li> <li>• School tie (optional)</li> <li>• Religious attire</li> </ul>
<b>Sport</b>	<ul style="list-style-type: none"> <li>• School sports shirt</li> <li>• Maroon or grey shorts with branding and logo</li> <li>• Maroon or grey school tracksuit pants</li> <li>• Sports shoes</li> <li>• Religious attire</li> <li>• To be worn Wednesday and during designated sport events</li> </ul>
<b>Shoes</b>	<ul style="list-style-type: none"> <li>• School shoes must be made of a sturdy material (preferably leather)</li> <li>• The shoe must cover the entire upper section of the foot to protect against falling objects or spilt liquids.</li> <li>• The shoe standard at DHS is <b>completely black</b> with limited brandings or logos.</li> </ul>