

KELSO HIGH SCHOOL

SCHOOL DRESS CODE POLICY STATEMENT

1. Aim

To provide a clear and simple statement, well understood by pupils, parents and staff on the school dress code in operation in Kelso High School.

2. Rationale

Kelso High School seeks to encourage all its pupils to adhere to the school dress code for the following reasons:-

1. It discourages competition between pupils;
2. It discourages bullying and victimisation arising from pupils not having certain clothing;
3. It improves safety in the classroom and in practical areas;
4. It improves school security through easy identification of intruders;
5. It improves security on excursions through easy identification of pupils.
6. It enhances the image of the school in the community;
7. It encourages a sense of belonging and pride in the school;
8. It encourages a purposeful attitude to school work and extra-curricular activities;

3. Audience

This Policy will be issued to all members of staff and will be available to parents. Extracts and summaries will be issued to pupils and parents.

4. Principles

- ◆ Kelso High School's school dress code will be compatible with National and SBC Guidelines.
- ◆ A school dress code is beneficial to the whole school community.
- ◆ The school dress code will be strongly encouraged but can not be compulsory. However, it is part of SBC Policy that pupils in receipt of Income Support or Family Credit may apply to the Council for assistance towards the cost of school clothing and footwear. The school clothing and footwear grant must be spent on the purchase of clothing that complies with the school's dress code.
- ◆ Certain types of clothing are unacceptable in schools.
- ◆ Pupils, staff and parents will be involved on a regular basis in discussion about the school dress code.
- ◆ Positive steps will be taken to encourage the pupils to adhere to the school dress code.

5. Practice

a) *School Dress Code*

The dress code for Kelso High School is as follows:-

- ✓ A white shirt / blouse or polo shirt – preferably embroidered with the school coat of arms.
- ✓ A red sweatshirt or pullover – preferably embroidered with the school coat of arms.
- ✓ Dark trousers or skirt.
- ✓ Footwear that is safe and different from that used in PE.

S5

- ✓ Pupils in S5 may choose to wear a pullover / sweatshirt of an agreed colour (possibly black) with a variation of the school coat of arms embroidered on it.

S6

- ✓ Pupils in S6 may choose a different colour of pullover for their year only and may design their own logo which may be embroidered on pullover, polo shirts and other garments of their choice.

b) Unacceptable clothing

The following categories of clothing are unacceptable in school at all times:-

- Clothing which may cause health and safety problems, i.e. those that are flammable or that have attachments that may cause injury or may catch in machinery, etc. e.g. studs.
- Footwear that may cause damage to flooring or carpets.
- Clothing which may lead to indiscipline, e.g. scarves or tops representing sports teams.
- Clothing with words or pictures which may give offence.
- Clothing which is so tight, short or revealing that it may cause offence.
- Clothing which advertises the use of alcohol, tobacco or other drugs.
- Any form of jewellery which may interfere with safe participation in lessons.
- Head gear – inside the school building.

c) Availability

School wear, embroidered with the school coat of arms, is available from the school. Most major retailers will stock items of clothing which conform to the school dress code.

d) School Dress Inside School

In classrooms, pupils will be expected to wear white, i.e. shirt, blouse or polo shirt or red (the sweatshirt) together with regulation trousers / skirts and shoes. In S5 and S6, the chosen colour of pullover or sweatshirt will, of course, be appropriate. Outdoor garments should not be worn inside the classroom. They may be stored in lockers, in school bags or stored at the side of the classroom where appropriate.

e) School Dress Outside the Classroom

In colder weather, it is important that pupils have suitable warm outdoor clothing available. This may be a school fleece or other outdoor garment. In any case, these garments must not fall foul of the guidelines on unacceptable wear in schools.

f) Consultation

As part of the school's four yearly cycle of self-evaluation, pupils, staff and parents will be consulted about the school dress code and options for change and / or amendment will be discussed.

g) Adherence

It is important that all pupils are encouraged to adhere to the school dress guidelines.

- Parents will be informed of the guidelines through the pupil information booklet, at the Primary 7 Parents Evening and through school newsletters. If parents do not wish their child to adhere to the school dress guidelines they should inform the school in writing by a letter to the Headteacher. The letter in response to this is attached as Appendix 1. In cases where the parents have not written to the school, it will be assumed that the pupil will adhere to the dress guidelines.
- On any day that a pupil is unable to adhere to the school dress guidelines, he / she should inform the Register Teacher. A form explaining the reason for not wearing school dress will be issued. The pupil should carry this with him / her throughout the school day and show it to any member of staff when challenged. A copy of this form appears as Appendix 2.

h) Ensuring adherence to the School Dress Code

i. Register Teachers

Register Teachers have a key role in ensuring adherence to the school dress code. Part of morning registration should focus on encouraging pupils to adhere to the dress code and issuing forms when this is not the case. Register Teachers will be informed when parents have intimated that they do not wish their child to adhere to the dress code. Where a Register Teacher has exhausted strategies to encourage pupils to adhere to the dress code, the matter should be referred to the Principal Teacher (Pastoral).

ii. Principal Teacher (Pastoral)

PT's (Pastoral) should monitor the dress of pupils in their year cohorts and encourage adherence to the dress code. Where there are ongoing problems and / or a referral from the Register Teacher they may choose to contact the parents by telephone or by letter. If there are ongoing problems the matter should be referred to the House Co-ordinator. An exemplar letter appears as Appendix 3.

iii. House Co-ordinators

House Co-ordinators, working with the parents and the Principal Teacher (Pastoral), will devise strategies to encourage adherence to the dress code. Where no progress is possible, the matter should be referred to the Rector.

iv. The Rector

The Rector will convene a meeting of parents, Guidance staff and others to agree a strategy.

i) Pupils over the age of 16

These pupils will have deemed to have chosen to come back to school. Part of that choice is adherence to the school dress guidelines.

6. Implementation

This Policy will operate in draft form from December 2003 onwards, working towards full implementation from August 2004.

7. Monitoring

The operation of the Policy and the school dress code in general will be monitored on an ongoing basis by SMT. It will appear as an agenda item at least once a term at the Meeting of the PTs Pastoral.

8. Review

This Policy will operate in draft form as a 'green' paper and will be reviewed in December 2004. Thereafter, it will be reviewed as part of HGIOS Key Area 5, Ethos. This will take place as part of the school's self-evaluation cycle again in Session 2008 / 09.

9. Responsibility

The Rector will have overall responsibility for this Policy.

10. Date

The first draft of this Policy was completed in October 2003.

KELSO HIGH SCHOOL

LETTER TO PARENTS INTIMATING THAT THEY DO NOT WISH THEIR CHILD TO OBSERVE THE SCHOOL DRESS GUIDELINES

Dear Parent

I note your letter intimating that you do not wish your son / daughter to adhere to the Kelso High School dress guidelines. I feel that it is important to write to you outlining our reasons for having a school dress code and the efforts that we go to to make sure that this is agreeable to staff, pupils and parents.

In 1998, Scottish Borders Council developed a Policy on School Dress Codes. This was in accordance with a National Initiative which encouraged all schools to develop a school Dress Code and outlined the benefits of such a code. I attach a copy of the leaflet produced by the Council at that time.

Kelso High School has always had a strong tradition of adherence to a school uniform / dress code and we greatly appreciate the help and support of parents in ensuring that this continues. Our dress guidelines offer a substantial degree of flexibility to our pupils in their choice of clothing. We feel that the benefits of a dress code can be summed up by: encouraging our pupils to identify with the school community; reducing the risk of fashion competitions; reducing the risk of individuals being isolated or even bullied because of the nature of their clothing and improving safety in the classroom.

At regular intervals we review our school dress code and encourage staff, parents and pupils to participate in consultation exercises to see if there are ways in which it can be updated, amended or improved. This was last done during Session 2002 / 03. The results of the consultation exercise showed widespread support for our current dress guidelines and no major desire for change.

While we recognise that it is not possible – or even desirable – to enforce our dress code as part of the school discipline system, there are certain items of clothing which are unacceptable in schools at all times. These are items which may prove to be a health and safety risk or which may cause offence. If your child arrives in school wearing such clothing we will endeavour to contact you immediately so that he / she can go home to change.

I hope that this gives a clear outline of our reasons for having a dress code in the school and would ask that you reconsider your decision.

Should you still wish your child not to adhere to the school guidelines, I would be obliged if you would complete the attached form which will be placed in your child's Pupil Record file. It will also be copied to his / her Register Teacher and Pastoral Teacher so that they know that your child need not be encouraged to adhere to the dress code. Please also note, however, that if your child does not adhere to the dress code, it may not be possible for him / her to participate in out of school activities or visits where the teacher in charge may wish, for reasons of easy identification, to insist that all pupils taking part are adhering to the school dress code. Please also ensure that your child on no occasion arrives in school wearing unacceptable dress.

Yours sincerely

KELSO HIGH SCHOOL
SCHOOL DRESS CODE

I confirm that I do not wish my son / daughter to adhere to the Kelso High School dress code for the reasons outlined below:-

I confirm that he / she will be dressed on all occasions in a way that does not conflict with the guidelines on unacceptable dress.

Signed: (Parent / Guardian)

KELSO HIGH SCHOOL
SCHOOL DRESS CODE

Dear Parent

SCHOOL DRESS GUIDELINES

I write to inform you that your son / daughter has not been adhering to the school dress guidelines recently and has been unable to offer any satisfactory explanation for this.

We are very happy that the vast majority of our pupils adhere to the school dress guidelines and are keen to encourage them to continue to do so. We greatly value the support we receive from parents in helping to ensure that our pupils adhere to the dress guidelines and the purpose of this letter is to ask for your continued support.

May I remind you that the dress code for Kelso High School is as follows:-

- A white shirt / blouse or polo shirt – preferably embroidered with the school coat of arms.
- A red sweatshirt or pullover – preferably embroidered with the school coat of arms.
- Dark trousers or skirt.
- Footwear that is safe and different from that used in PE.

If you have any difficulties with this or wish to discuss this further, please do not hesitate to contact me.

Yours sincerely

Principal Teacher Pastoral / Depute Rector

KELSO HIGH SCHOOL

SCHOOL DRESS CODE

Name of Pupil: **Register Class:** **Date:**

I am unable to adhere to the school dress guidelines today for the following reason.

I will be able to adhere to the guidelines on (Date)

Signed (Pupil)

Signed (Register Teacher)

Please return this form to the Register Teacher at Registration next morning.