

1 October 2008

Dear Parents/Carers

Uniform Reminder

I write to highlight a number of uniform issues. First of all, thank you to all parents of students in Years 7 to 9 for ensuring that the new coloured badges sent home have been stitched to the blazer; if you have not received one in the post, please ring the school to request another.

There are a number of students who are wearing variations on the correct uniform this term so I am writing to clarify the key areas that need addressing for some students and would appreciate your help in ensuring the correct uniform is worn.

Girls' skirts: some girls are wearing inappropriately short and/or non-pleated skirts. The rules state: 'Black school skirt of appropriate style and length for school. The following pleated styles are equally acceptable: stitched-down pleated, pleated front, all-round box pleat, all-round knife pleat or double invert pleat. Plain straight skirts or straight skirts with back vent are not permissible. The length of the skirt should be on or just above the knee. Short skirts (well above the knee), or longer skirts (nearer to the ankle), are not acceptable.'

Blazers: must be worn properly and not carried as 'hand warmers.'

Girls' and boys' shoes: there is a fashion trend for plimsolls or trainer-styles which are unacceptable for school wear and are only issued by the school if a student attends in the wrong type of shoes. The rules are, for girls, 'Black with very low heels, of plain style; any laces should be black' and for boys, 'Black, of plain style; any laces should be black'.

All jumpers: are optional but must have the school logo; cardigans are not acceptable.

Boys' ties: should be worn appropriately at all times with the tie done up to the neck and a sensible length of fourteen stripes or more showing.

Shirts and blouses: should be tucked in so that the trouser or skirt waistband is visible.

Coats and scarves: as we approach winter, please ensure that all coats are plain and dark coloured and that no hoodies are worn to school; any scarves should be the school scarf or plain black or maroon.

The uniform must be worn in full on journeys to or from school, and on school trips unless indicated otherwise by the teacher in charge. I hope you will appreciate that we try to keep uniform costs down by having as few items as possible from a central supplier but if, for example, too many skirts are not acceptable, I may have to change this. Please see over for a copy of the information in the Year 7 booklet for further clarification or check the school website.

All students must be in full correct uniform by Monday 6 October. As usual, inappropriate articles will be confiscated or students will be loaned an item of clothing. Please sign your child's planner by this date to confirm receipt of this letter. Thank you for your support.

Yours sincerely

Elizabeth Hitch (Mrs)
Headteacher

GENERAL UNIFORM MATTERS - ALL PUPILS IN YEARS 7 - 11

The documentation is meant to give clear guidance to parents to assist them when making purchases. However, there is also a "spirit" to the uniform requirements, which is much more difficult to convey on paper. Hence, there is also an attempt to explain how the uniform is to be worn. Experience tells us that skirts, shoes, make-up, hairstyle and jewellery are the most common causes of conflict between pupils and staff. Hopefully, the uniform list will enable parents to anticipate where choice of hairstyle or skirt length, for example, would be inappropriate.

Suppliers:

Ties and blazer badges are available from the school. All other uniform items are available from Stevensons in Victoria Street, St Albans. Many standard items are also available from the chain stores such as John Lewis, Marks & Spencer, BHS and so on. The BSA operates a second-hand uniform shop. Please contact the school office for details of opening times.

Variations:

It is occasionally necessary, for medical or religious reasons, for permission to be given for other items to be worn. In such cases, all reasonable requests will be considered. Please contact the appropriate Head of Year.

Naming of Clothing:

Parents are strongly advised to ensure that all articles are clearly marked with the pupil's name. There is a lost property system, but the number of unmarked (and therefore unclaimed) items remains high.

Jewellery:

One small, plain silver/gold stud may be worn in each pierced ear. No other types of earring are acceptable. Nose studs and other body piercing are not acceptable. For safety reasons no jewellery including chains, rings, bracelets or necklaces may be worn. No badges or brooches may be worn (except school 'colours' when awarded by the school and their form badge). Inexpensive watches are allowed.

Make-up:

The use of make-up is not acceptable in Years 7-9. Discreet facial make-up is allowed in Years 10 & 11, but lipstick and coloured nail-varnish are not acceptable.

Hairstyle:

Unusual or exaggerated hairstyles are not acceptable. This includes, for example, two-tone styles, 'artificial' colours and closely-shaved styles. If in doubt, parents or pupils should consult the Head of Year before changing to a style that may bring the pupil into conflict with this rule.

Cyclists:

All pupils cycling to school must wear an appropriate safety helmet. They may wear any amount of additional plain reflective material.

Mobile Phones:

As with all personal property, mobile phones, ipods etc are brought in at the owner's risk. Pupils are allowed to bring a mobile phone to school under the following circumstances:

1. It must be kept out of sight at **all times** during the school day (including morning break and lunchtime).
2. It must be turned off at **all times** during the school day (including morning break and lunchtime).
3. The phone is used only when needed in journeying to and from school.
4. Emergency contact between a pupil and a parent during the school day is carried out via the pay phone or the School Office.
5. Photographs must not be taken using camera phones; breaking this rule will result in confiscation of the phone for a period of time.
6. Breaking any of the rules covering mobile phones, ipods etc will result first of all in a confiscation and the item will be held until 3.30pm that day. A second incident will mean the item will be returned at 3.30pm on the Friday of that week. You will be contacted by the school if the item has been confiscated for a third time.

Please ensure your son/daughter is aware of these rules.