

# School uniform policy



Responsibility	Full Trust Board via Student, Parents and Community Committee	
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### 1. Aims

This policy aims to:

- Set out our approach to requiring a uniform that is of reasonable cost and offers the best value for money for parents and carers
- Explain how we will avoid discrimination in line with our legal duties under the Equality Act 2010
- Clarify our expectations for school uniform

### 2. Our school's legal duties under the Equality Act 2010

The [Equality Act 2010](#) prohibits discrimination against an individual based on the protected characteristics, which include sex, race, religion or belief, and gender reassignment.

To avoid discrimination, our school will:

- Avoid listing uniform items based on sex, to give all students the opportunity to wear the uniform they feel most comfortable in or that most reflects their self-identified gender
- Make sure that our uniform costs the same for all students
- Allow all students to have long hair (though we reserve the right to ask for this to be tied back)
- Allow all students to style their hair in the way that is appropriate for school yet makes them feel most comfortable
- Allow students to request changes to swimwear for religious reasons
- Allow students to wear headscarves and other religious or cultural symbols
- Allow for adaptations to our policy on the grounds of equality by asking students or their parents to get in touch with Ms Carrick-Steele (Assistant Head Teacher), [info@rts.richmond.sch.uk](mailto:info@rts.richmond.sch.uk) who can answer questions about the policy and respond to any requests

### 3. Limiting the cost of school uniform

The school has a duty to make sure that the uniform we require is affordable, in line with statutory [guidance](#) from the Department for Education on the cost of school uniform.

We understand that items with distinctive characteristics (such as branded items, or items that have to have a school logo or a unique fabric/colour/design) cannot be purchased from a wide range of retailers and that requiring many such items limits parents' ability to 'shop around' for a low price.

We will make sure our uniform:

- Is available at a reasonable cost
- Provides the best value for money for parents/carers

We will do this by:

- Carefully considering whether any items with distinctive characteristics are necessary
- Limiting items with distinctive characteristics to low-cost or long-lasting items
- Considering cheaper alternatives to school-branded items which do not compromise quality and durability
- Keeping the number of optional branded items to a minimum, so that the school's uniform can act as a social leveller
- Avoiding different uniform requirements for different years and classes
- Avoiding different uniform requirements for extra-curricular activities
- Considering alternative methods for signalling differences in groups for inter-school competitions
- Making sure that arrangements are in place for parents to acquire pre-loved uniform items
- Avoiding frequent changes to uniform specifications and minimising the financial impact on parents
- Consulting with parents and students on any proposed significant changes to the uniform policy and carefully considering any complaints about the policy

#### 4. Expectations for school uniform

##### 4.1 Uniform Expectations

###### Compulsory uniform items

School	Branded	Games / PE	Branded
RTS - Blazer	✓	RTS - PE Polo Shirt	✓
RTS - House Tie	✓	RTS - Games Rugby Shirt	✓
RTS - Jumper	✓	RTS - Striped Rugby Socks	✓
RTS - Kilt	✓	Rugby Shorts - Black unbranded	
RTS - School bag	✓	White socks	
<b>Trousers</b> - Standard grey (not charcoal), tailored; e.g. David Luke DL959		Shin pads	
<b>White shirt</b> with a collar (long or short sleeve)		Mouth guard	
Black, grey or navy socks		Studded boots	
<b>Black school shoes</b> , formal in style and capable of being polished. No logos and not trainers.		Trainers	

###### Optional uniform items

School	Branded	Games / PE	Branded
<b>Shorts</b> - Standard grey (not charcoal), tailored		RTS - tracksuit bottoms	✓
		RTS - leggings	✓
		RTS - Mid-layer	✓
		Skorts (PE) - black unbranded	

#### Expectations for hairstyles, jewellery and make-up

##### Hairstyles

Extreme hairstyles are not allowed. Hairstyles should be smart and appropriate. Some examples of extreme hairstyles include:

- Obviously dyed hair (particularly if bleached or dyed a bright or unnatural colour)
- Any patterns or designs cut or shaved into the hair or eyebrows

Students who attend school with an extreme hairstyle may be required to return home until an appropriate hairstyle is approved by the school.

### **Jewellery**

For health and safety reasons, jewellery must be kept to a minimum.

- Students are allowed one pair of small, plain studs in the lower lobe of each ear, which must be removed for Games and PE.
- No finger or toe rings are permitted.
- The following are not permitted:
  - Facial, nose, mouth and other body piercings
  - Necklaces, bracelets and anklets (an exception to this is the Kara, which must be small)

If any other types of earrings or jewellery are worn they will be confiscated and only given back at the discretion of the Head of Year or SLT. Students will be expected to remove jewellery if it is felt to be not in line with these guidelines; failure or refusal to do so may lead to a sanction as set out in the Behaviour for Learning policy.

Students are allowed to and encouraged to wear a watch (not an “Apple Watch” or similar).

### **Make-up and nails**

Make-up including false eyelashes, coloured nail varnish and false nails i.e. nail extensions and nail varnish/gel are not permitted.

Students will be expected to remove nail varnish and makeup if it is felt to be excessive; failure or refusal to do so may lead to a sanction as set out in the Behaviour for Learning policy.

Students wearing any of the above will be required to remove make-up or nail varnish immediately or arrangements for the removal of nail extensions/gel varnish should be made within 24 hours, and a sanction will be issued.

## Expectations for shoes, bags and coats

### Shoes

The following shoes that are acceptable at RTS (in the green section of the table), and those shoes that will not be allowed at RTS (in the red section of the table).



### School Bags

All students must use their RTS school bag and a suitable PE bag for school equipment. Replacement school bags can be purchased from our school outfitters. Students are not permitted to use a different bag.

**Items are only required in specific circumstances or at certain times of the year**

## **Summer uniform**

Throughout the Summer Term (after the Easter holiday) students are not required to wear their RTS-Jumper.

Students may also wear tailored grey (RTS-grey) school shorts all year round. Cargo-style shorts are not permitted. Shorts must be knee length.

Please note during the summer term all the above rules still apply.

## **Dress on School Visits**

On most school visits full school uniform will be worn. This is due to safeguarding considerations and also because students will be representing the school. Students may not be able to go on school events or trips if they are not wearing full school uniform.

At sports events, the school PE kit must be worn.

On certain trips such as fieldwork or trips abroad, school uniform may be permitted to not be worn. In these instances, appropriate clothes and shoes for terrain and weather must be worn and students may be asked to wear a school lanyard at all times to be identified as one of the school party. Parents/carers will be notified if this is the case and the appropriateness of the dress is at the discretion of the member of staff in charge of the trip.

## ***Temporary uniform changes***

We may temporarily alter the uniform from time to time due to inclement weather. Any changes will be communicated to parents/carers via text message and to students via Google-Classroom

## **4.2 Where to purchase school uniform**

### **Uniform suppliers**

School Days: 94 High Street, Whitton, TW2 7LN. Telephone: 020 8898 4881 or via their [online shop](#).

Stevensons: 1-15 Heath Road, Twickenham, TW1 4DB. Telephone: 020 8892 2201 or via their [online shop](#).

## **4.3 Support with purchasing uniforms**

### **4.3.1 Pre-loved Uniforms - Friends of RTS PTA (FoRTS)**

FoRTS aims to sell pre-loved uniform at all school events. They also accept uniform donations via the School Reception. All proceeds go directly towards FoRTS.

Details can be found by emailing [fortsuniform@rts.richmond.sch.uk](mailto:fortsuniform@rts.richmond.sch.uk) or on the school website.

### **4.3.2 Uniform Grants**

If you think you may be eligible for support with buying your child's school uniform, please complete the form [here](#). School Uniform Grants are only payable to students transferring Year 7 and 9. Grants can also be applied to students who join the school mid-year. The child may qualify for a uniform grant, if the parent/s receive:

- Income support
- Income based Job seekers allowance
- Income based Employment support allowance
- Universal credit, provided your household annual taxable income does not exceed £7,400
- Child tax credit/working tax credit (provided your household income does not exceed £16,190).
- Guaranteed element of Pension credit or
- NASS – Supported by the National Asylum support service.

### **4.3.3 The Richmond upon Thames School's (RTS) Financial Hardship Fund**

The Richmond upon Thames School's (RTS) Financial Hardship Fund is there to support students whose family circumstances mean that they would not be able to participate in educational trips and other school events.

The [Charging and Remissions Policy](#) details what the school can charge for, and what is requested, as a voluntary contribution. Families do not need to apply for the RTS Financial Hardship Fund to cover voluntary contributions. Please read this policy before applying and contact the Finance Office ([accounts@rts.richmond.sch.uk](mailto:accounts@rts.richmond.sch.uk)) if you have any questions.

All grants from the RTS Financial Hardship Fund are discretionary and will be allocated depending on need and funds available. The more information families can supply in the application about what is difficult to pay for, and why, the more easily the committee will be able to assess their needs.

Please email [accounts@rts.richmond.sch.uk](mailto:accounts@rts.richmond.sch.uk) who will send the application form

### **4.3.4 The Hampton Fund**

[The Hampton Fund](#), a Richmond borough-based charity, supports families and individuals on low-income living in the local area with school uniforms and school journeys (for children in Year 6). Families can apply for a contribution towards their child's first secondary school uniform. If they are eligible they may receive a £100 voucher for which can be used at the local school uniform supplier.

## **5. Expectations for our school community**

### **5.1 Students**

Students are expected to wear the correct uniform at all times (other than specified non-school uniform days) while:

- On the school premises
- Travelling to and from school
- At out-of-school events or on trips that are organised by the school, or where they are representing the school (if required)

Students are also expected to contact Ms Carrick-Steele (Assistant Head Teacher) if they want to request an amendment to the uniform policy in relation to their protected characteristics.

## **5.2 Parents and carers**

Parents and carers are expected to make sure their child has the correct uniform and PE kit, and that every item is:

- Clean
- Clearly labelled with the child's name
- In good condition

Parents are also expected to contact Ms Carrick-Steele (Assistant Head Teacher), [info@rts.richmond.sch.uk](mailto:info@rts.richmond.sch.uk) if they want to request an amendment to the uniform policy in relation to:

- Their child's protected characteristics
- The cost of the uniform

Parents are expected to lodge any complaints or objections relating to the school uniform in a timely and reasonable manner. Disputes about the cost of the school uniform will be:

- Resolved locally
- Dealt with in accordance with our school's complaints policy

The school will work closely with parents to arrive at a mutually acceptable outcome.

## **5.3 Staff**

Staff will closely monitor students to make sure they are in the correct uniform. They will give any students and families breaching the uniform policy the opportunity to comply but will follow up with the Head Teacher if the situation doesn't improve.

Ongoing breaches of our uniform policy will be dealt with by the Behaviour for Learning policy. In cases where it is suspected that financial hardship has resulted in a student not complying with this uniform policy, staff will take a mindful and considerate approach to resolving the situation.

## **5.4 Trustees**

The Student, Parents and Community Committee will review this policy and make sure that it:

- Is appropriate for our school's context
- Is implemented fairly across the school
- Takes into account the views of parents and students
- Offers a uniform that is appropriate, practical and safe for all students

The committee will also make sure that the school's uniform supplier arrangements give the highest priority to cost and value for money, for example by avoiding single supplier contracts and by re-tendering contracts at least every 5 years.

## **6. Monitoring arrangements**

This policy will be reviewed every three years by Ms Carrick-Steele, Assistant Head Teacher. At every review, it will be approved by the Student, Parents and Community Committee



## **7. Links to other policies/procedures**

This policy is linked to our:

- Anti-bullying policy
- Behaviour for learning policy
- Complaints policy
- Equality information and objectives statement
- Inclusion policy
- Student code of conduct (see behaviour policy)