



Policy on: Uniforms

The wearing of the approved school uniform is compulsory at Matakana School.

Rationale

- To establish the school's identity within the community
- To develop students' sense of pride in their school and their own appearance
- To help ensure students are appropriately dressed for the various activities in which they are involved
- To provide an attractive standard of apparel and hence enhance the school environment
- To assist with ease of identification when students are out of the school
- To remove 'competition' in dress standards, or feelings of inferiority

Date Reviewed	Date Adopted	Signed – BOT Chair
8/11/2010	06/12/10	
Nov 2013		

Related Procedures: Uniforms

The Board of Trustees expects the school's management to develop, and periodically review, guidelines to ensure the school complies with this policy at all times. The operational guidelines represent current practice and are listed below.

Operational Guidelines

1. The uniform will be worn all year round, with variations for seasonal changes.
2. The uniform will be made up of the approved items on the uniform schedule (refer to schedule). The complete uniform (i.e. top and bottom) is to be worn. If an item of uniform clothing cannot be worn that day due to unforeseen circumstances, a letter of explanation must be brought from home and given to the student's teacher. An alternative clothing item, as close to the uniform colour as possible, should be worn.
3. No substitutions will be acceptable unless special circumstances prevail.
4. All items of clothing and footwear must be clearly named.
5. Uniforms will be available as per the schedule, including a selection of second-hand items when they become available.
6. Parents are responsible for maintaining the uniforms to an acceptable standard. Clean and tidy condition is expected at all times.
7. For school sport days, and when representing the school at interschool sport events, school sports uniform or other suitable plain sports attire in school colours should be worn.
8. All students shall be required to wear the standard school uniform (red top and navy bottom) before they leave the school on trips. There will be certain school trips that school uniform will be inappropriate (e.g. school camps). The Management Team and teachers in charge will use their discretion in such cases, and will recommend other suitable clothing.
9. Uniform sunhats must be worn for all outdoor activities during term one and term four. For this reason children will be encouraged to keep their hats at school.
10. Uniform prices may vary due to manufacturing costs and material availability, and will be reviewed annually
11. Full payment is to be made at the time of order.
12. Stock will be monitored regularly using the school's financial procedures.
13. Uniform samples will be on display at the school and available from the uniform shop.
14. 'No uniform' (mufti) days may be organised during the year.
15. All parents will be made aware of the uniform policy upon enrolment.

Management and Monitoring

1. Ongoing uniform issues will be addressed with parents and not with children.
2. Implementation of the uniform policy is always subject to uniform availability.

3. If a child is consistently (3 days without a note – to be recorded in the absence book) not wearing uniform, or appropriate uniform, the following steps will take place:
 - i. Classroom teacher will communicate with home with a standardised letter asking reasons why child is not in uniform. This will be posted by the school office (informed through the absence book).
 - ii. If parents are unable to rectify the problem they must make contact with the school principal.
 - iii. If after 7 days no contact has been made by the parents, and the uniform is still not correct, they will be contacted by phone by the principal.
 - iv. If the family will not comply with policy the matter will be referred to the BOT.
4. The BOT and Management will review annually all matters pertaining to the school uniform.

Uniform schedule

The compulsory uniform for Matakana School will be available only through the School, and includes any or all of the following:

- Polo shirt (short sleeved), colour chianti red, with Matakana School logo;
- Fleece (long sleeved), colour indigo with the Matakana School logo;
- Cargo Shorts, colour navy;
- Skort , colour navy;
- Sunhat, colour navy;

Footwear:

No specific footwear is prescribed by the school, however the expectation is that footwear is:

- Plain colours, preferably black, navy, brown, white;
- Suitable and safe for all school activities and sports (high heeled shoes/boots are not acceptable);

Cold Weather Alternative:

- Long Cargo Pants, colour navy;
- **Plain navy** tights, socks, leggings, and long sleeved skivvies may be worn under the uniform in winter;
- Long sleeved polo, colour chianti red;

Hot Weather Alternative (Terms 1 and 4 only):

- Uniform Dress (no long sleeved tops or leggings to be worn underneath the dress);
- Uniform Sports top;

Sports Uniform

- Uniform Sports top;
- Uniform Sports shorts;

Uniform Presentation

There is to be no jewellery – apart from:

- Watches
- Plain ear studs

- The wearing of any additional jewellery on religious or cultural grounds may only be granted by the principal upon consultation;

No nail polish to be worn:

No adhesive tattoos;

Long hair to be fastened back;

Date Reviewed and Date of Next Review	Date Adopted	Signed – BOT Chair
8/11/2010		
Nov 2013		