

APPLICABLE TO	All schools in the Maitland-Newcastle Diocese		
DOCUMENT OWNER	Director of Schools		
SCHOOL ACTIONS	System Policy – Schools are to ensure their practices are consistent with this policy. A local policy is not required.		
APPROVAL DATE	April 2021		
APPROVED BY	Family Engagement Officer		
LAST REVIEW DATE/S	2011	NEXT REVIEW DATE	2023
RELATED DOCUMENTS	School Uniform Policy		

Purpose

These procedures relate to the School Uniform Policy 2019.

Scope

This policy applies to all Catholic schools in the Maitland-Newcastle Diocese.

Responsibilities

SCHOOL PRINCIPALS

- Lead the development and review of school uniform requirements
- Lead consultation during a review of school uniform requirements
- Approve the school uniform and modifications or changes to the school uniform
- Oversee contract negotiations with school uniform suppliers, in consultation with the assistant director, including complying with written agreements with clothing suppliers. The contract, in part or in its entirety, may be provided to the uniform committee for information.
- Ensure the school possesses the intellectual property rights to deal with the school logo and licence the school logo to manufacturers of school uniforms. A record of all licences should be maintained.
- Inform parents and carers of local school uniform requirements
- Enforce compliance with uniform requirements fairly and equitably and carefully consider parent/carer concerns and requests for exemptions
- Provide assistance to families in need
- Maintain documentation of the school's uniform requirements and consultation undertaken.

PARENTS AND CARERS

- Commit to supporting the school's uniform requirements as part of the enrolment agreement and school community Code of Conduct.
- Support the student to adhere to the uniform requirements.
- Request modifications or exemptions to the dress code in writing, providing reasons for request.
- Work with the school to resolve issues regarding student compliance with the school's uniform requirements.
- Engage in consultation processes about the school uniform requirements.

PARENTS AND FRIENDS ASSOCIATIONS AND PEGS

- Support and engage in consultation led by the Principal, giving advice and recommendations regarding the school's uniform requirements.
- Direct parents to the Principal to discuss any individual issues regarding the school uniform requirements.
- Support the school to resolve issues regarding the school's uniform requirements.

STUDENTS

- Wear a school uniform that meets the school's uniform requirements.

UNIFORM COMMITTEE

- Acts under the direction of the Principal and with the support of the P & F Association or PEG if one exists within the school, to consider the formation of a clothing pool to assist with the bulk purchase of uniform items and the provision of quality second-hand clothing to alleviate the costs on families.
- May assist the school in operating the clothing pool and organising stock.

Step by Step

GUIDE FOR CHANGING THE SCHOOL UNIFORM

1. Initial proposals for changing the uniform must be made to a Parents and Friends Association (P&F) or Parent Engagement Group (PEG). The meeting will move a motion approving the Principal to form a committee to proceed.
2. The Principal will facilitate a committee to guide the process. The committee shall comprise representatives of all sections of the school community: Principal, parents of various grades, students and staff representatives.
3. The committee's role is to gauge community support for the change and present options for the uniform to the community. This process will entail wide consultation to get strong community consensus on the change.
4. The consultation process will involve a survey to all parents of children enrolled in the school. The survey will detail the options considered by the committee. Survey returns will be signed by the parents. Of the returned surveys, in the order of 60% will determine the outcome. It should be noted that surveys not returned are not an indication of approval or otherwise and must not be counted as such.
5. The school community must be informed of the results of the survey as soon as is practicable. The next meeting of the P&F or PEG should formally endorse the changes.
6. Once the community has approved the changes, the committee will advise the Assistant Director of Schools of the process and outcomes and seek approval for the change. In making the decision, the Assistant Director of Schools role will ensure the consultation process was appropriate and conducted in a manner suitable to the school.

Note: Some school communities, following community consultation, have entered into commercial arrangements with a company to provide the uniform for a set period. Such arrangements may limit the school communities' right to change or modify the uniform during the contract period.

GUIDE FOR MODIFYING THE SCHOOL UNIFORM

Occasionally a school uniform may need to be modified. These occasions may be the result of a supplier ceasing to be in business, particular material or designs no longer available or superseded, or the need to make an addition to the uniform. The following procedures will apply in the decision-making processes in schools.

1. Initial discussion will take place at a P&F Association or PEG meeting. Circumstances that require modification to a uniform item will be outlined. The meeting will move a motion to engage an

appropriate sub-committee to investigate the possible options and make these known to the school community.

2. A survey will be sent to parents of all children enrolled in the school outlining the options. The committee will display the option/s and may indicate their preference and the reasons for this. A majority of returned surveys will determine the community's decision. It should be noted that surveys not returned are not an indication of approval or otherwise and must not be counted as such.
3. The modification/s should be formally endorsed at the next P&F Association or PEG meeting.