

Queenswood



# Uniform Policy

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# UNIFORM POLICY

The aim of this policy is to give clarity about the appropriate uniform during the school day (08:20 to 18:00).

## **MAIN SCHOOL (YEARS 7 – 11)**

### ***October half term to end of Spring Term***

- School blazer
- School jumper or cardigan
- School shirt
- School skirt (should not be rolled up) or school trousers
- White socks or grey/black tights
- Plain black shoes (plimsolls/trainers are not acceptable); no logos or other colours are permitted
- Hair of one natural and should be neat
- Lanyard
- Yondr Pouch to be provided by the school on the 1<sup>st</sup> day

### ***Summer term to October half term***

- School jumper or cardigan
- School shirt
- School skirt (should not be rolled up) or school trousers
- White ankle socks or grey/black tights
- Plain black shoes (plimsolls/trainers are not acceptable); no logos or other colours are permitted.
- Hair should be one natural colour and should be neat
- Lanyard
- Yondr Pouch to be provided by the school on the 1<sup>st</sup> day

### ***In addition, girls may wear***

- Plain black coat. This can have fake fur around the collar but no obtrusive writing or labels. This is to be worn over the blazer, not instead of, and must be removed in the classroom, dining room and chapel.
- A wrist watch
- Earrings: maximum of two studs in each lobe. Earrings in other parts of the ear will have to be removed – no piercings in other areas of the body are permitted. This means, no cartilage or nose piercings are permitted unless for special circumstances,
- One plain necklace with religious symbol (i.e. a cross, star of David etc). Year 11 can wear one discreet necklace.
- Grey or School scarf
- Plain gloves

### ***Snowy/icy weather: when a member of SMT gives permission, girls may wear:***

- Waterproof and warm footwear
- A hat. Hats are to be removed inside.

### ***Tennis Scholars***

Must always be in full Queenswood tennis kit. School uniform to be worn on days not travelling to Gosling until after 16:25.

### **Study Leave**

Year 11 must be in full uniform or Queenswood PE kit when they are in exams, revision lessons and around the main school site. They may wear their own clothes in House but must change when leaving the House.

### ***PE Kit (Years 7-11)***

All items below must be purchased from the school shop:

- 1 pair tapered track pants.
- 1 mid-layer jumper
- 1 waterproof jacket
- 2 white polo shirts
- 1 purple skort
- 1 pair black shorts or athletics shorts
- 1 pair purple hockey socks
- 1 black swimming costume
- 1 swimming cap (there are different sizes)
- 1 Gymnastics leotard
- 1 pair of black leggings
- 1 House polo shirt

The following items of PE Kit are required (unless marked with an asterisk). However, they do not need to be purchased from the school shop:

- 1 pair hockey Astro Turf shoes
- 1 pair hockey shin pads
- 1 hockey stick
- 1 tennis racket
- 1 pair predominantly white trainers for indoor use only
- 1 pair coloured or white trainers with coloured laces for outdoor use
- 2 pairs white sports ankle socks
- Gloves for cold weather\*
- 1 black swimming costume
- 1 swimming towel
- 1 pair swimming goggles\*
- 1 white baselayer\*
- 1 water bottle
- swimming bag
- 1 school kit bag

**Please note:** football shin pads and Astro Turf shoes are not acceptable for use on the hockey pitches. Indoor trainers must be predominantly white – coloured trainers are not permitted.

If a pupil represents the School in any team they should purchase the appropriate team kit as directed by the team coach.

### ***Mouthguards***

It is school policy that all pupils must be fitted with a mouthguard when participating in hockey. The PE Department arranges for a professional company to come to School for impressions and fittings each September. Mouthguards cost between £35–£45 depending on the colour chosen. In addition to the mouthguard a mould is taken so that, should one be needed, a replacement can easily be supplied at a lower cost. The cost also includes insurance for the guard itself. Should your daughter be currently receiving orthodontic treatment, or awaiting braces, a temporary mouthguard can be purchased from the school PE Shop for £10.00; however, our professional guards are moulded to fit braces on teeth.

Pupils must wear Queenswood-branded PE kit during their PE lessons but PE kit should not be worn around the school during the day, unless for exceptional circumstances and permission has been given by their HoY. Their uniform pass should be available for staff to see at all times.

Pupils should change into PE kit directly before their PE lesson, not at lunch or break. They should change back into their school uniform after their PE lesson. Pupils must change at lunchtime for all PE lunchtime activities. They must then change back into full uniform for afternoon lessons. Time will be given for this.

Hair should be tied back and no jewellery should be worn.

**There are some exceptions to these rules. These are:**

- PE kit may be worn to tutorial/chapel if a pupil has a PE activity before school (i.e. before 08:20) and has PE before break.
- If a pupil has a lunchtime sporting activity and a match in the afternoon, she may stay in PE kit after lunch.
- If a pupil is regularly changing more than three times in one day, she should speak to the Head of Year to see if special dispensation can be applied

When kit is permitted to be worn to lessons (with the uniform policy regulations), Queenswood tracksuit trousers and a regulation mid-layer/jacket should also be worn.

These can be identified by uniform passes, as discussed with the relevant Head of Year.

### ***Dance (Years 10 and 11)***

- Queenswood-branded dance kit may be worn to chapel /tutorial by Year 10 and 11 if a pupil has dance before break.
- Dance kit may be worn to lessons 5,6,7 or 8 by Year 10 or 11 if a pupil has dance during one or more of these periods.
- If a pupil is regularly changing more than three times in one day, she should speak to the Head of Year to see if special dispensation can be applied.

### ***Drama (Years 10 and 11)***

- Pupils may wear suitable clothing for these lessons only. Kit may not be worn around school before or after these lessons.

***Make up/nail varnish/acrylic or gel nails are not permitted; sanctions will be issued.***

### ***Daily Uniform check***

Uniform will be checked each morning by House staff if the pupil is a boarder and also the tutor if a day girl. Sanctions will be issued for inappropriate uniform (more information at the end of the document).

## **SIXTH FORM UNIFORM AND EQUIPMENT**

### **Dress Code - Smart Casual**

**All clothing must fit well and create a polished appearance.**

Our guiding principle is that pupils are here for learning. Their dress should reflect a serious approach to study.

### **Suggested items of clothing**

- Either a blazer, fitted jacket, cardigan or round neck or v neck jumper
- Smart dress, skirt, or trousers (Chinos) or long tailored shorts - these should be comfortable and appropriate. Black and White denim are acceptable.
- Smart shirt / blouse or top
- Girls may wear subtle make-up including subtle nail varnish (no extensions)
- Jewellery should be discreet
- Smart hair
- Footwear should be clean, smart and safe (Leather or Pleather trainers are acceptable)

### **Clothing items NOT accepted**

- Hoodies or sports jumpers
- No blue or ripped Jeans
- Leggings and jeggings, including “loungewear” and “athleisure” trousers
- Flip flops, Crocs or Sliders
- Cropped or strappy tops
- Sports or denim Shorts
- No tattoos to be visible

### **Sports Kit**

Pupils should have the following:

- The new (Sept 2023) fitted Queenswood black tracksuit bottoms or plain black leggings
- Queenswood training PE shirt in any colour
- Queenswood Hoodie - This may be House, sports, scholars etc

- Two pairs of trainers with non-marking soles – one for indoor use with black laces, one for outdoor use

Pupils may wear plain black sports shorts or skorts if preferred.

If a pupil represents the School in any team they should purchase the appropriate team kit as directed by the team coach.

### **General Items**

This list is intended as a guide to the essential items for boarders:

- Dressing gown and slippers
- Shoe cleaning materials
- Coat hangers
- Sewing repair kit
- Wellington boots, waterproof coat and trousers (if field work is to be undertaken)
- Hairdryer
- Bath towels and hand towels
- One or two pillows (depending on preference)
- Either duvet, two duvet covers, three sheets, three pillowcases or four sheets, three pillowcases

### **Suitcases and Tuck Boxes**

All boarders must have a sturdy suitcase in which to pack all their belongings (clearly marked with the owner's name on the outside), which will be stored in the basement of the School once emptied. A lockable tuck box should also be purchased.

### **Classroom Items**

Girls taking Mathematics at A-level must have a scientific calculator which performs specific functions for the new A Level syllabus. We recommend the Casio FX-991EX ClassWiz, which includes the necessary statistical and matrix functions. Please contact the Mathematics Department if you have any queries regarding the suitability of other models. Those taking Further Mathematics at A Level are encouraged to have a graphical calculator in addition to their compulsory scientific calculator, though the graphical calculator is not compulsory. The Casio CG-20 is a good option.

### **Personal Possessions**

All belongings must be labelled. Watches, radios and calculators should have the owner's name engraved on them. Girls are strongly advised not to bring any other jewellery of value to School.

Unfortunately, the School cannot accept responsibility for the loss of pupils' clothing, personal effects or money. You may wish to be included in our Pupils' Personal Effects Insurance scheme. More information about our insurance options will be sent to you in due course.

### **Sanctions Process for inappropriate uniform (whole school)**

Sanctions can be given by any member of staff for inappropriate uniform. After three offences, a detention will be mandated and parents will be written to.

House staff and tutors to check uniform every morning before chapel/lessons.

If a pupil in Year 7 to 11 is wearing nail varnish or make-up, she will be asked to remove it at the next break. If nails are acrylic or gel, Tutor/Housemistress/Houseparent to email home and allow 5 days for them to be removed. If this deadline is not met, the pupil should be sent to her Head of Year.

Skirt length - if a member of staff is unsure about a pupil's skirt length, they should email the Head of Year, who will see the pupil and contact home, if necessary. Staff should not enter into a conversation about skirt length, unless they feel comfortable doing so.

Smart watches – if used inappropriately, should be confiscated in line with the mobile phone and technology policy and given to the Tutor or Housemistress/Houseparent. They cannot be worn during examination periods.