



UNIFORM POLICY	
Reviewed by:	Andy Marshall – Deputy Head Pastoral
Review Date:	August 2024
Next Review due:	August 2025

## School Uniform Policy

### Contents

<a href="#">1. Policy Statement</a> .....	2
<a href="#">2. Aims</a> .....	3
<a href="#">3. Our School’s legal duties under the Equality Act 2010</a> .....	3
<a href="#">4. Expectations for School uniform</a> .....	3-6
<a href="#">5. Expectations for our School community</a> .....	6-7
<a href="#">6. Monitoring arrangements</a> .....	7
<a href="#">7. Links to other policies</a> .....	7

### 1. Policy Statement

Ballard School believes that uniform plays a valuable role in contributing to the ethos of our School. We believe that a smart uniform can instil pride, self-confidence, and a feeling of belonging within the pupil body. We also believe our uniform supports positive behaviour and discipline.

Ballard School aims to ensure that the Uniform Policy is fair and reasonable and that the uniform chosen is practical, comfortable, and appropriate. Our School has regard to its obligations under the Human Rights Act (1998).

Ballard School is fully committed to ensuring that the application of this Uniform Policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the Schools Equal Opportunity Policy document.

This Policy is applicable to all pupils in the School, including those in EYFS, and Ballard School seeks to implement this Policy through adherence to the procedures set out in the rest of this document. This document is available to all interested parties on our website and should be read with our Behaviour Policy. This document is reviewed by the Deputy Head (Pastoral) or as required, if events or legislation change. The next scheduled date for review is August 2024.

## 2. Aims

This policy aims to:

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

## 3. 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 age, sex, disability, race, religion or belief, pregnancy and maternity, and gender reassignment.

To avoid discrimination, our School will:

- Avoid listing uniform items based on sex, to give all pupils 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 pupils;
- Allow all pupils to have long hair (though it must be tied back completely and off the face);
- Allow pupils to request changes to swimwear for religious reasons or if they are experiencing discomfort related to their sex, gender or gender reassignment;
- Allow pupils to wear headscarves and/or other religious garments;
- Allow pupils with sensory or physical needs to make reasonable adaptations to their uniform depending on their specific needs; and
- Allow for reasonable adaptations to our policy on the grounds of equality by asking pupils or their parents to get in touch with their relevant Head of Section who can answer questions about the policy and respond to any requests. These will be considered on a case-by-case basis.

## 4. Expectations for School uniform

Pupils are expected to arrive and depart from School in the correct uniform. They are expected to always wear the uniform correctly and appropriately. This includes the journey to and from School each day.

### 4.1 Our School uniform

#### **Blazer (Years 3 to 11)**

Ballard navy blazer, with braiding and embroidered crest, should be worn at all times, unless permission is given by staff or you are playing at breaktime. Head Prefects will wear a navy blazer with gold braiding.

#### **Trousers or Skirt (Years 3 to 11)**

You may choose whether to wear a Ballard School skirt **or** long mid-grey trousers from the School outfitter. only.

Skirts are available from School outfitter only. Trousers are available online [www.schooluniformshop.co.uk](http://www.schooluniformshop.co.uk). Trousers must not hang from hip to ankle, no skinny fit, leggings, flares or cargo styles.

### Skirt (Years 3 to 11)

- Hemlines must sit on the middle of the knee or below when standing and not rolled up and no shorter than 3cm above the knee when sitting. Skirts must be worn with:
  - Ballard long or short-sleeved, reverse collar white blouse with Fleur de Lys logo, to be tucked in at all times, front and back;
  - Navy/black opaque tights or short/long navy socks.

### Trousers (Years 3 to 11) - must be worn with:

- Ballard long or short-sleeved, white shirt with Fleur de Lys logo, tucked in at all times, front and back with the top button done up;
- School tie, which must always be tied correctly;
- Plain grey or black ankle socks.

### Skorts

- Hemlines must sit below the internal shorts when standing and cover the top of the leg. Skorts must be worn with either Ballard leggings or tracksuit trousers when not playing sport.

### PE Shorts

- Shorts must cover the top of the legs. Shorts must be worn with either Ballard leggings or tracksuit trousers when not playing sport.

### Lower Prep (Years 3 to 5) Summer Uniform Expectation

Summer dresses and mid-grey shorts will be compulsory for all children within the Lower Prep during the Summer Term. The children may wear these shorts and dresses for the first half of the Autumn Term, should the weather be appropriate to do so.

### Shirt-Sleeve Order

If the weather does get hot, we will issue a shirt-sleeve order, which means that pupils do not need to wear a tie or blazer, and their top button may be undone.

### Shoes

Black, non-branded leather shoes (not boots) suitable to protect the feet fully for school wear (see examples below). Suede or canvas shoes, open-toed sandals, slingbacks, trainer style shoes and black plimsolls are NOT permitted. Heels should be no higher than three centimetres (measured at the rear of the shoe). We do not allow branded, trainer type footwear e.g., Vans and Nike AirForce Ones.



## 4.2 Appearance

### Hair

Hair must look natural, and styles should not draw attention to the pupil. All hair should be neat and tidy and must be out of pupils' eyes and off their collar. Hair longer than collar length must be tied securely back off their face. Hair must be tied back completely and not loose at the back. Fringes longer than eyebrow length must be pulled back with a band or hair tie or tucked behind ears. Hair ties, scrunchies, clips and headbands should be navy blue or black only.

We do not allow:

- haircuts of a **grade 2 or below** (this applies to the sides as well, e.g., mullet style);
- extreme hairstyles;
- dyed hair - **no unnatural colours**;
- extensions or fake sections, including braids;
- hair gel and styling products which make the hair look unnatural.

Pupils must keep their face clean shaven, unless medically advised otherwise.

### Jewellery

We allow a single stud earring in each ear lobe, and the studs must be either plain gold or silver. No other jewellery will be allowed, except a watch or an activity tracker (e.g. Fitbit) device. Smart watches can be worn, but only used for telling the time, and they must be put into 'school mode' during the school day.

**PE/Sport and earrings** - we do not allow pupils to wear earrings, plastic retainers or plasters over earrings for any sporting activity for health and safety reasons. We advise pupils to get ears pierced at the start of the summer holidays to avoid any issues at the start of the academic year.

### Make-up

No make-up may be worn until pupils enter the Senior School at Year 9. From this point only discreet, light make-up may be worn for a natural look. Clear or nude nail varnish may be worn from Year 9. This is a privilege and can be withdrawn if abused.

We do not allow the following in any year group:

- permanent or semi-permanent make-up, including dyed eyebrows;
- false eyelashes;
- false nails; and/or
- fake tan.

### Tattoos

No tattoos or body art are permitted. Under UK legislation, tattoos are not permitted for people under the age of 18.

At Ballard we take pride in wearing **smart** school uniform in School and to and from School. The School reserves the right to send pupils home if they do not comply with the School Uniform Policy. For most uniform infringements we will issue strikes as per our "strike system" described below. However, for infringements that can't be corrected immediately (e.g. grade 1 haircuts or lines shaved in hair), and therefore set an unacceptable example to others, pupils will be out of circulation at breaktimes until the hair is an acceptable length or up to a period of 5 School days.

All items of clothing should be clearly marked with the pupil's name.

**Consequences for incorrect uniform** - we will give a “strike” each time a pupil falls short of these requirements:

- 3 strikes per term – Lunch detention with Assistant Head of Section;
- 6 strikes per term – Extended lunch detention with Head of Section;
- 9 strikes per term – After School detention with Leadership Team.

Strikes will be given for such issues as:

- Shirt not tucked in;
- Incorrect skirt length;
- Top button undone;
- White socks (to be worn for games only);
- Incorrect shoes worn – lunchtime detention – this may be after a sensible period of time has been given to purchase appropriate shoes;
- Jewellery / Hair / Make-Up; and/or

### **Bags**

A Ballard rucksack is required for all pupils in Pre-Prep. It is preferred for Lower Prep, however a dark navy backpack with no obvious branding is acceptable. In Upper Prep and Senior School, pupils may bring in a rucksack (or suitable alternative) in addition to their Ballard School PE bag. Rucksacks should have a padded compartment for laptops in years 6-11

### **Non-uniform Events / Home Clothes Day**

Occasionally pupils are allowed to wear their own clothes rather than uniform, e.g., for charity or for a trip. The rules regarding appearance still apply for these times. We still expect our pupils to wear clothes that are suitable for school and appropriate for the working environment/activities that they are taking part in.

The following items are examples of clothing that are unacceptable for these occasions: cropped tops, low cut vest tops, strapless tops, very short skirts or shorts, ripped jeans, and flip flops. The midribs of pupils should not be visible. Clothing or accessories should not display offensive or extreme comments.

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

### **5.1 Pupils**

Pupils 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; and
- At out-of-School events or on trips that are organised by the school, or where they are representing the School (if required).

Pupils are also expected to contact the relevant Head of Section if they want to request an amendment to the uniform policy in relation to their protected characteristics.

## 5.2 Parents and carers

We ask parents to support the School in reinforcing our School Uniform Policy. If there is a genuine reason why a pupil cannot wear the correct uniform, parents are requested to inform the School in writing in advance.

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; and
- In good condition.

Parents are also expected to contact the relevant Head of Section if they want to request an amendment to the uniform policy in relation to their child's protected characteristics.

## 5.3 Staff

Staff will closely monitor pupils to make sure they are in correct uniform. They will give any pupils and families breaching the uniform policy the opportunity to comply but will follow up with the Head of Section and Leadership Team if the situation does not improve.

Ongoing breaches of our Uniform Policy will be dealt with by Heads of Section and Leadership Team.

## 5.4 Governors

The governing board 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 pupils; and
- Offers a uniform that is appropriate, practical and safe for all pupils.

The board will also make sure that the School's uniform supplier arrangements give the highest priority to value for money.

# 6. Monitoring arrangements

This policy will be reviewed annually by the Leadership Team. At every review, it will be approved by the full governing board.

## 7. Links to other Policies

This policy is linked to our:

- Behaviour policy
- Anti-bullying policy
- Complaints policy

Andy Marshall  
Deputy Head Pastoral  
August 2024

### **Uniform Suppliers**

All Ballard uniform may be purchased via our **online store** <https://directclothing.co.uk/pages/ballard-school>  
For help and advice, please email our supplier Direct Clothing - [customerservice@directclothing.co.uk](mailto:customerservice@directclothing.co.uk)

We also offer a **second-hand uniform** shop, on site and opening times may be found on our website.