



STUDENT UNIFORM POLICY

PURPOSE

The purpose of the Student Uniform Policy is to outline Courtenay Gardens Primary School's requirements for student dress and appearance and to provide information about uniform purchase and support, dress code implementation and exemption processes.

This policy has been designed to ensure that it respects the rights of individual students whilst reflecting the values and interests of our community.

The Student Uniform Policy aims to:

- foster a sense of community and belonging and encourages students to develop pride in their appearance
- support Courtenay Gardens Primary School's commitment to ensuring that our students feel equal and are dressed safely and appropriately for school activities
- reduce student competition on the basis of clothing
- ensure quick identification of Courtenay Gardens Primary School students when attending external events and excursions; particularly in an emergency situation
- enhance the profile and identity of the school and its students within the wider community

SCOPE

Students are expected to comply with this Student Uniform Policy while travelling to and from school, during school hours and when attending school activities.

UNIFORM AND APPEARANCE

The full list of Courtenay Gardens Primary School's compulsory school uniform items are available at Appendix A to this policy.

General appearance

While at school, travelling to or from school or participating in school activities, Courtenay Gardens Primary School students must comply with the following:

- Uniform items must be clearly marked with the owner's name for ease of return if misplaced
- Additional layers of clothing may be worn underneath the uniform for added warmth or sun protection provided these undergarments are comparative in colour (navy, emerald or black preferred)
- Coats, scarves and beanies may be worn in winter, when outdoors, for warmth and protection from the elements. Beanies should not be worn inside the classroom.
- A Courtenay Gardens Primary School beanie with logo will be added to our range of available uniform items in 2024

Jewellery and cosmetics

It is recommended that students do not wear dress jewellery or cosmetics to school.

Dangly earrings, bracelets and necklaces are not permitted due to safety. These items can get snagged on play equipment or clothing and cause injury. Stud earrings are recommended for this reason.

Jewellery worn for medical, religious or other special reasons should be tucked underneath clothing to avoid being snagged on equipment or other children.

Regular watches are permitted, however smart watches may not be worn as per the Mobile Phone and Digital Devices Policy.

Students will often apply temporary tattoos at home for play purposes. We ask that where possible these are underneath clothing on school days; offensive tattoos are not permitted.

Hair and Sun safety

Shoulder length or longer hair is to be tied back to help restrict the spread of nits and lice and for student safety. For the same reason, hats must not be shared by children.

Broad brimmed, sun safe hats must be worn outside in term 1 and term 4, in line with the SunSmart Policy. The navy hat with school logo is preferred, but plain navy or black hats that are broad-brimmed or legionnaires style are acceptable. If a child has misplaced their hat, an alternate sun safe hat (broad-brimmed, or legionnaires style) may be worn temporarily until a new school-coloured hat is obtained.

Students are permitted to wear sunglasses during outdoor activities. Sunglasses should be close-fitting, wrap-around that meet the Australian Standards 1067 and cover as much of the eye area as possible.

Religious or cultural headwear and coverings are permitted but should match our school colours where possible. These items also need to comply with the SunSmart policy.

Fundraising events and special days

On free-dress or special occasion dress-up days, clothing must still comply with the SunSmart Policy. In term 1 and term 4, hats must still be worn outdoors.

Clothing worn for special events and free-dress days must be labelled; clean and tidy; and appropriate for students to be able to participate in activities and play.

PURCHASE OF UNIFORMS

Uniform items can be purchased from:

PSW- Hampton Park store

Unit 1, 9-11 Southlink, Dandenong South, Vic

Ph: 97680343

Trading hours: Mon-Fri 9.00am-5.00pm; Saturday 10.00am-1.00pm

Courtenay Gardens Primary School Parents' Association also operates a second-hand uniform store for parents. Please see information from the Parents' Association for details on store opening times.

Support for families experiencing difficulty

Please contact the school office to discuss support that we may be able to provide to families experiencing difficulty meeting uniform costs, including information about eligibility for uniform support through State Schools' Relief. Further information about State Schools' Relief is also available on their website: <https://www.ssr.net.au/>

IMPLEMENTATION

Courtenay Gardens Primary School will ensure that this Student Uniform Policy is communicated to all families and students through the school website and as part of prep enrolment each year. We will assist students who may be experiencing difficulties complying with this policy where possible.

If a student breaches the Student Uniform Policy on a recurring basis, a note will be provided to the student and parents by the classroom teacher. In this event, the school will continue to work with the student and family to support compliance.

EXEMPTIONS

We recognise that there may be situations where the application of this policy may affect students unequally.

Students and their parents or carers may apply in writing to the Principal for an exemption to this Student Uniform Policy if:

- an aspect of this code prevents the student from complying with a requirement of their religious, ethnic or cultural beliefs or background
- the student has a particular disability or health condition that requires a departure from the uniform policy
- the student or their parents/carers can demonstrate particular economic hardship that prevents them from complying with the dress code.

When the Principal receives a request for an exemption, they will:

- consider the grounds for the exemption request
- explain the process to the student and/or their parents/carers
- encourage the student and/or their parents/carers to support their application with evidence.

The Principal or delegate will then try to negotiate a resolution that is acceptable to all parties. If an exemption is not allowed, then written reasons will be provided to the student and/or their parents or carers.

CONCERNS ABOUT THIS STUDENT UNIFORM POLICY

Courtenay Gardens Primary School welcomes feedback from the school community in relation to this student dress code. If you have a concern or complaint about the Student Uniform Policy, further information about raising a concern or complaint is available in our school's *Parent Complaint Policy*, available on the school website.

FURTHER INFORMATION AND RESOURCES

- Courtenay Gardens Primary School's SunSmart Policy
- Courtenay Gardens Primary School's Parent Complaint Policy
- Courtenay Gardens Primary School's Student Wellbeing and Engagement Policy
- Department of Education and Training [Student Dress Code](#)
- Department of Education and Training [Student Engagement policies and guidelines](#).

Review cycle and evaluation

Is this policy based on a DET template?	YES
Does this policy require school council approval?	YES
Policy review cycle	3 years
Is the policy available on the school website?	YES
Policy Review Members	Principal, School Council
When was the policy last reviewed/updated	February 2024
This policy is scheduled for review/discussion	February 2027

APPENDIX A: COURTENAY GARDENS PRIMARY SCHOOL UNIFORM LIST

The uniform is all year round.

The school colours are navy blue and emerald.

*asterisk items are available from the uniform shop supplier PSW. See attached PSW storyboard- Appendix B.

As a general rule, the top uniform item (i.e. polo, dress, jacket, vest) are to be purchased from PSW as each has the school logo. The bottom (i.e. shorts, pants, skirt etc.) item is non-school logo and can be purchased either from PSW or elsewhere, such as a department store.

A sun smart hat is compulsory.

The school bag with school logo is optional.

CLOTHING LIST

*polo shirt short/long sleeve (emerald colour with school logo)

*navy blue track suit pants

*navy blue shorts

*summer dress

*navy blue skirt

navy blue skirt

navy blue leggings

*navy blue zip jacket (emerald trim with school logo))

*vest (with school logo)

hat slouch style (navy blue wide brim with school logo)

navy blue scarf

navy blue beanie preferred

plain white/black/navy blue socks preferred

navy tights permitted under dress/skirt

shoes- runners or black school shoes

*navy blue rain jacket

navy/white long sleeve top permitted under top

navy headwear

*school bag with school logo

Grade 6 Only

Bomber jacket with school design- orders taken in grade 5

*Grade 6 Polo

APPENDIX B: COURTENAY GARDENS PRIMARY SCHOOL UNIFORM - PSW



PREMIUM UNIFORM COLLECTION



1100797
Microfibre Hat



1118016 Summer Dress
Check 397 with White Piping



1112015 Bonded
Unisex Vest



1110736 Zip Jacket



1110737 Drawstring Waist
Tracksuit Pants



1111869 Year 6 Polo
(Year 6 Back Print)



1101364 Scooter Skirt



1110130
SS Polo with Contrast Inserts
Emerald, Navy, White



1111569 Stretch
Microfibre Shorts

1110180
LS Polo with Contrast Inserts
Emerald, Navy, White



8362220 Eco Backpack
Recycled Materials

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