



School Uniform Policy

2022-23

Trust Committee Lead	N. Melvin PPSCS
Principal	S. Sanghera

Contents:

Statement of intent

1. Legal framework
2. Roles and responsibilities
3. Cost principles
4. Equality principles
5. Complaints and challenges
6. School uniform supplier
7. Uniform assistance
8. Non-compliance
9. School uniform
10. Adverse weather
11. Labelling
12. Monitoring and review

Appendices

- A. School Uniform Assistance Application Form
- B. Primary and Secondary School Uniform Lists

Statement of intent

Seva School believes that a consistent school uniform policy is vital to promote the ethos of the school and provide a sense of belonging and identity for all pupils, regardless of their protected characteristics or socio-economic circumstances.

This policy lays out the measures the school has taken to ensure a consistent, fair and inclusive uniform policy, and to implement a uniform that reflects the needs of all pupils. As an all-through school, the best value for money for the pupils' families is further enhanced as their children progress through the years from EYFS to Year 11.

We believe that pupils learn most effectively and achieve their best outcomes when they are comfortable, able to be themselves, and dressed in such a way that sets an appropriate tone for education.

1. Legal framework

This policy has due regard to all relevant legislation including, but not limited to, the following:

- Education and Inspections Act 2006
- Education Act 2011
- Human Rights Act 1998
- Equality Act 2010
- The UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018

This policy has due regard to all relevant guidance including, but not limited to, the following:

- DfE (2021) 'Cost of school uniforms'
- DfE (2021) 'School Admissions Code'
- DfE (2021) 'School uniforms'

This policy operates in conjunction with the following school policies:

- Complaints Procedures Policy
- Behaviour Policy
- Tendering and Procurement Policy

2. Roles and responsibilities

The Trust is responsible for:

- Establishing, in consultation with the Principal and school community, a practical and smart school uniform that accurately reflects the school's vision and values. Ensuring that the school's uniform is accessible and inclusive and does not disadvantage any pupil by virtue of their protected characteristics or socio-economic status.
- Listening to the opinions and wishes of parents, pupils and the wider school community regarding changes to the school's uniform.
- Ensuring that the school's uniform is accessible and affordable.
- Demonstrating how best value for money has been achieved in the uniform policy.
- Ensuring compliance with the DfE's '[Cost of school uniforms](#)' guidance.
- Processing and approving all eligible School Uniform Assistance Application Forms.

The Vice Principals Welfare & Wellbeing is responsible for:

- Enforcing the school's uniform on a day-to-day basis.
- Ensuring that teachers understand this policy and what to do if a pupil is in breach of the policy.
- Listening to the opinions and wishes of the school community in regard to the school's uniform and making appropriate recommendations to the Trustees.
- Providing pupils with an exemption letter as appropriate, e.g. for a pupil who has a broken arm and requires a loose-fitting top through working with the Attendance and Family Welfare Officer.

Staff members are responsible for:

- Ensuring that pupils dress in accordance with this policy at all times.
- Disciplining pupils who are in breach of this policy.
- Ensuring that pupils understand why having a consistent and practical school uniform is important, e.g. school identity.

Parents are responsible for:

- Providing their children with the correct school uniform as detailed in this policy.
- Informing the Attendance & Family Welfare Officer, if their child requires a more relaxed uniform policy for a period of time, including why.
- Ensuring that their child's uniform is clean, presentable and the correct size.

Pupils are responsible for:

- Wearing the correct uniform at all times, unless the Attendance & Family Welfare Officer via the Vice Principal for Welfare & Wellbeing, has granted an exemption.
- Looking after their uniform as appropriate.
- Understanding and respecting why a school uniform is important to the school, e.g. school identity and community.

3. Cost principles

The school is committed to ensuring that its school uniform is affordable and accessible to all pupils, and does not place an unreasonable financial burden on parents.

In accordance with the 'School Admissions Code', the Admissions Officer and Vice Principal Welfare and Wellbeing will ensure that the school's uniform policy does not discourage parents from applying for a place for their child.

The school will assess the overall cost implications of its uniform policy regularly, including prior to making any changes to the school uniform. When evaluating whether costs are reasonable and proportionate, the school will consider the opinions and situations of:

- Economically disadvantaged parents.
- Parents with multiple children who are, or will be in the future, pupils at the school.
- Parents of pupils with protected characteristics that may impact their ability to access the uniform due to costs.
- LAC and PLAC.

The school will evaluate the cost of its uniform based on the overall collection of uniform items that parents would need to purchase for a pupil, rather than on the cost effectiveness of individual items; this will include consideration of the fact that parents will need to purchase multiples of certain items, e.g. shirts and socks, to ensure their child can come to school in clean uniform every day.

The school keeps variations in school uniform for different groups of pupils, e.g. year group-specific items or house colours, to a minimum where possible to ensure that pupils can get

the most wear out of their uniform possible and that parents can pass some items down to younger siblings.

The school keeps branded uniform items to a minimal level that is reasonable for all members of the school community. The school defines a branded uniform item as any item of clothing that cannot be purchased at a range of retailers, including by virtue of logos, colours, design and fabrics.

The school is committed to meeting the DfE's recommendations on costs and value for money. Every care is taken to ensure that our uniforms are affordable for all current and prospective pupils, and that the best value for money is secured through reputable suppliers.

The school works with multiple suppliers to obtain the best value for money possible. Any savings negotiated are passed to parents where possible and does not enter into exclusive single supplier contracts or cash-back arrangements. More information on supplier processes can be found in the 'School uniform supplier' section of this policy.

The school will not amend uniform requirements regularly and will take the views of parents and pupils into account when considering any changes to school uniforms.

4. Equality principles

The school takes its legal obligation to avoid discriminating against any protected characteristic unlawfully very seriously, and aims to ensure that the uniform policy is as inclusive as possible so that all pupils are supported to access a school uniform which is comfortable, suitable for their needs, and reflects who they are.

The school will work to ensure that school uniform's cost does not disproportionately affect any pupils by ensuring that uniforms for all genders are as equal in price as possible and by adhering to the cost principles laid out in section 3.

The school will ensure that parents and pupils are consulted over any changes to school uniform, and that views and advice is sought specifically from pupils, and parents of pupils, who:

- Are transgender, including non-binary pupils.
- Have SEND and/or sensory needs.
- Are of a religious or cultural background that has dress requirements.

Transgender pupils are supported to access the uniform that best reflects their gender expression.

The school ensures that pupils who are required to follow certain dress requirements, e.g. by virtue of their membership of a particular religious or cultural group, are afforded flexibility to allow them to wear a uniform that adheres to their requirements as far as possible. The school endeavours to meet all requests for amendments to the uniform for these purposes; however, will ensure that the needs and rights of individual pupils are weighed against any health and safety concerns for the entire school community.

Parents' concerns and requests regarding religious clothing are dealt with on a case-by-case basis by the Vice Principal Welfare and Wellbeing, and always in accordance with the school's Complaints Procedures Policy.

The school ensures that the needs of pupils with SEND and/or sensory difficulties are considered in the uniform policy, e.g. ensuring soft, stretchy fabrics and avoiding intricate buttons or hard seams; however, where the needs of these pupils cannot be met in the standard uniform policy, individual adaptations to the uniform will be considered and permitted wherever possible.

5. Complaints and challenges

The school endeavours to resolve all uniform complaints and challenges locally and informally, in accordance with the school's Complaints Procedures Policy.

To make a complaint, parents should refer to the Complaints Procedures Policy and follow the stipulations outlined.

When a complaint is received, the school works with parents to arrive at a mutually acceptable outcome.

Trustees are willing to consider reasonable requests for flexibility to allow a pupil to accommodate particular social and cultural circumstances.

6. School uniform supplier

Our current school uniform supplier is:

- Andy Blair Schoolwear Ltd
- 88-90 Barker's Butts Ln, Coundon, Coventry CV6 1DY
- Tel No: 024 7659 8080
- Email address: andyblairsports@yahoo.co.uk

The Chief Finance Officer will ensure that a written contract is in place with the supplier for branded items.

The school will retender the uniform contract every five years, whether changes to the uniform are made or not, in line with the Tendering and Procurement Policy. The Chief Finance Officer will be able to demonstrate how uniform is procured at the best value for money. The Vice Principal Welfare and Wellbeing will work to ensure that the items are procured as cheaply as possible without compromising on the quality, e.g. by requesting standard-style items from the supplier rather than more intricate and unique designs.

The school does not sign contracts with suppliers before requesting visualisations of proposed uniform, as well as fabric samples.

7. Uniform assistance

The school can offer support to vulnerable families in meeting the costs of uniforms. The budget for the school uniform assistance scheme comes from pupil premium funds.

To claim school uniform assistance, parents should be eligible for FSM. Eligibility is determined by checking original documents from Coventry or Warwickshire Local Authority, detailing receipt of the benefit and the address of the pupil.

Families who meet the criteria should complete the School Uniform Assistance Application Form and return it to the school office. See Appendix A

8. Non-compliance

Staff members are permitted to discipline pupils for breaching this policy, in accordance with the school's Behaviour Policy.

The Principal, or Vice Principal Welfare & Wellbeing, is permitted to ask a pupil to briefly go home to remedy breaches to the school's uniform or to contact the parent carer to drop the correct uniform off.

When deciding whether to allow a pupil to return home, the school considers the pupil's age and vulnerability, the length of time it will take, and the availability of the pupil's parents.

Where a pupil has been sent home to rectify uniform breaches, the absence is recorded as 'authorised'.

If a pupil repeatedly breaches uniform rules, or takes longer than necessary to rectify the absence, the absence is counted as 'unauthorised'.

Parents will be notified in all cases.

9. School uniform

Clothing

The school uniform is as in Appendix B.

- Trainers are not considered suitable school footwear.
- High heels are not permitted; however, block heels of no more than 3cm can be worn.
- Lights in shoes or PE trainers are not permitted.
- Boots are not permitted.
- Black jeans are not permitted.
- Hoodies are not permitted
- Leggings/Jeggings are not permitted

Parents who do not wish to buy the branded PE kit must acquire a PE kit meeting the following criteria:

- Primary plain white T-shirt with no branding or logos
- Secondary plain navy T-shirt with no branding or logos
- Plain navy or black shorts or tracksuit bottoms with no branding or logos
- Suitable black trainers
- Suitable sports footwear, e.g. football boots

Parents are responsible for ensuring their child brings their PE kit to school when needed.

Jewellery

Permitted jewellery that may be worn is:

- One pair of stud earrings – no other piercings are permitted.
- A sensible wrist watch that does not have access to the internet

Jewellery is the responsibility of the pupil and not the school. Lost or damaged items will not be refunded

School bag

Pupils must use an appropriately sized waterproof bag to carry their books and equipment. It should hold A4-sized work books comfortably without causing any damage.

School bags must be plain black and featuring inappropriate images, slogans or phrases are not permitted.

The school encourages pupils to bring non-valuable bags to school. The school will not be liable for lost or damaged school bags.

Hairstyles

The school reserves the right to make a judgement on where pupils' hairstyles or hair colours are inappropriate for the school environment; however, will ensure that any such judgements do not discriminate against any pupil by virtue of their protected characteristics. Each individual pupil's scenario will be considered where any judgements on appropriateness are to be made, and parents will always have the freedom to complain via the school's Complaints Procedures Policy.

Pupils with longer than shoulder length hair must ensure that it is tied back. The following hairstyles are not considered appropriate for school:

- Brightly-coloured, dyed hair.
- Headwear with bold patterns or colours and that are not plain black or navy.
- Excessive hair accessories that are not plain black or navy.

Makeup

The school rules on makeup are as follows:

- Only light, natural-looking makeup is permitted.
- False nails and nail extensions are not permitted.
- Only clear nail varnish may be worn.
- Temporary tattoos are not permitted.

Pupils wearing excessive makeup are required to remove it or, if appropriate, will be sent home to remove it.

10. Adverse weather

All pupils are required to wear weather-appropriate clothing that covers as much of their skin as possible during adverse weather.

For hot temperatures, this includes wearing:

- Loose-fitting and lightweight shirts and dresses with sleeves and collars or covered necklines.
- Over the shorts or trousers.
- Tops that cover the shoulder area.
- Sunglasses with UV protection when outside, where possible.

Pupils are advised not to wear any jumpers or blazers during heatwaves. If outside during break times, pupils not wearing sun-safe clothing are advised to stay in an area protected from the sun.

For cold temperatures, this includes wearing:

- Scarves, gloves, coats and hats when they are outside.
- Warm jumpers that conform to the school's uniform policy.

11. Labelling

All pupils' clothing and footwear is clearly labelled with their name.

Any labelled lost clothing is to be taken to the lost property box in the school. All labelled lost property is retained for half a term and then disposed of. Any unlabelled lost property or any items of uniform that have been donated are to be used as part of the second-hand uniform offer the school provides. This offer will be advertised in the school's weekly newsletter and can be accessed through the school's Attendance & Family Welfare Officer s.alcock@seva.coventry.sch.uk

12. Monitoring and review

This policy is reviewed every two years by the PPSCS Committee and the Principal. The scheduled review date for this policy is date July 2024

Appendix A

School Uniform Assistance Application Form

FAO Attendance & Family Welfare Officer s.alcock@seva.coventry.sch.uk and

Chief Finance Officer finance@seva.coventry.sch.uk

Children who attend **Seva School** are eligible for school uniform assistance if they receive **FSM**.

This scheme is open to children in **Years R to 11**. The allowance is for buying an item of suitable school wear and is paid once a year.

Part 1: Details of parent

Your full name:	
Title:	
National insurance number:	
Address:	
Postcode:	
Mobile no.:	
Landline no.:	
Email address:	

By supplying us with a phone number or email, you agree to being contacted to let you know if you are eligible.

Surname	Other names	Date of birth	Item required

Part 2: Details of each dependent child you are applying for

Please read this declaration before you sign it

- I declare I am the parent of the child(ren) that I am applying for.

- I declare that all the information I have given is correct and complete to the best of my knowledge.
- I have enclosed original documentation to prove that I am in receipt of one of the benefits listed at the top of this form.
- I am aware that I have a duty to notify the school in writing immediately of any changes in my circumstances which might affect my entitlement to school clothing assistance.
- I understand that information taken from this form will be stored electronically on the school's computers. The school is permitted to do this under the UK GDPR and Data Protection Act 2018. A copy of the school's registration is held for inspection.

Please return this completed form and send to the school office.

Your signature: _____ Date: _____

What happens next?

If you apply for school uniform assistance and qualify, the item of clothing will be ordered for you. If you do not qualify for the assistance, our Attendance & Family Welfare Officer will let you know by letter and/or phone and explain why.

Appendix B

Seva School Primary Uniform List

Main Uniform Boys

Item	Requirements	Recommended retailer
Navy blazer with school crest	Compulsory	Andy Blair School wear Ltd 88-90 Barkers Butts Lane
Navy jumper with school crest	Compulsory	Andy Blair School wear Ltd 88-90 Barkers Butts Lane
Navy tie with school crest	Compulsory	Andy Blair School wear Ltd 88-90 Barkers Butts Lane
Plain white shirt	Compulsory	Own choice of retailer
Plain dark grey/black trousers	Compulsory	Own choice of retailer
Plain grey/white socks	Compulsory	Own choice of retailer
Plain black flat shoes	Compulsory	Own choice of retailer
School bag with no logos or brand names	Compulsory	Plain black

Summer Uniform Boys

Item	Requirements	Recommended retailer
Plain short sleeve white shirt	Optional	Own choice of retailer
Plain dark grey/black Shorts	Optional	Own choice of retailer
Plain grey/white socks	Optional	Own choice of retailer
Plain black flat shoes	Compulsory	Own choice of retailer

Main Uniform Girls

Item	Requirements	Recommended retailer
Navy blazer with cream piping & school crest	Compulsory	Andy Blair School wear Ltd 88-90 Barkers Butts Lane
Navy jumper with school crest	Compulsory	Andy Blair School wear Ltd 88-90 Barkers Butts Lane
Navy tie with school crest	Compulsory	Andy Blair School wear Ltd 88-90 Barkers Butts Lane
Plain white shirt	Compulsory	Own choice of retailer
Plain dark grey/black trousers	Compulsory	Own choice of retailer
Plain grey/white socks	Compulsory	Own choice of retailer
Plain black flat shoes (no wedges or lights)	Compulsory	Own choice of retailer
School bag with no logos or brand names	Compulsory	Plain black

Summer Uniform Girls

Item	Requirements	Recommended retailer
Plain short sleeve white shirt	Optional	Own choice of retailer
Plain dark grey/black Shorts	Optional	Own choice of retailer
Plain grey/white socks	Optional	Own choice of retailer
Blue gingham dress (checked pattern)	Optional	Own choice of retailer
Plain black flat shoes	Compulsory	Own choice of retailer

School Uniform - Primary

PE Kit Boys & Girls

Items	Requirements	Recommend Retailer
White t-shirt with school crest or plain white t-shirt with no logos or brand names	Compulsory	Andy Blair Schoolwear Ltd 88-90 Barkers Butts Lane or Own choice of retailer
Plain navy jogging bottoms or plain navy shorts with no logos or brand names	Compulsory	Own choice of retailer
Plain black trainers for outdoor PE with no logos or brand names	Compulsory	Own choice of retailer

Traditional Uniform

Navy bana – boys/girls	Optional	Own choice of retailer
Navy pyjama suit - girls	Optional	Own choice of retailer
Navy kurtha - boys	Optional	Own choice of retailer
Navy blue or black headscarf boys/girls	Compulsory	Provided by Seva School for assemblies in the Diwan Hall
Navy or black dastar boys/girls	Optional	Own choice of retailer
Navy blazer with school crest	Compulsory with traditional uniform	Andy Blair School wear Ltd 88-90 Barkers Butts Lane
Navy jumper with school crest	Optional with traditional uniform	Andy Blair School wear Ltd 88-90 Barkers Butts Lane
Plain grey/white socks	Compulsory with traditional uniform	Own choice of retailer
Plain black shoes (no lights or wedges)	Compulsory with traditional uniform	Own choice of retailer

Other items Unisex

Navy or black plain headscarf	Optional	Provided by Seva School for assemblies in the Divan Hall
Navy or black plain dastaar	Optional	Own choice of retailer
Plain navy or white plain sun hat	Optional - Summer	Own choice of retailer
Plain navy or black plain wool hat	Optional - Winter	Own choice of retailer
Navy overcoat with school crest or plain black or navy overcoat	Compulsory - Option for either overcoat.	Andy Blair School wear Ltd 88-90 Barkers Butts Lane or own choice of retailer

We also provide a service for families in receipt of FSM who need help with purchasing an item of school uniform. For further information on this, please contact our Attendance & Family Welfare Officer Mrs. Alcock on 024 7798 7619 or email s.alcock@seva.coventry.sch.uk

Seva School Primary

Main School Uniform with School Crest

Main Uniform

Unisex Blazer



Girls Blazer



Primary School Tie



School Jumper



Primary PE Uniform

PE Sports Top



School Shorts



Appendix B

Seva School Secondary Uniform List

Main Uniform Boys

Item	Requirements	Recommended retailer
Navy blazer with school crest	Compulsory	Andy Blair Schoolwear Ltd 88-90 Barkers Butts Lane
Navy jumper with school crest	Compulsory	Andy Blair School wear Ltd 88-90 Barkers Butts Lane
Grey tie with school crest	Compulsory	Andy Blair Schoolwear Ltd 88-90 Barkers Butts Lane
Plain white shirt	Compulsory	Own choice of retailer
Plain dark grey/black trousers	Compulsory	Own choice of retailer
Plain white/grey socks	Compulsory	Own choice of retailer
Plain black flat shoes	Compulsory	Own choice of retailer
Plain black school bag with no logos or brand names	Compulsory	Own choice of retailer

Main Uniform Girls

Item	Requirements	Recommended retailer
Navy blazer with piping & school crest	Compulsory	Andy Blair Schoolwear Ltd 88-90 Barkers Butts Lane
Navy jumper with school crest	Compulsory	Andy Blair School wear Ltd 88-90 Barkers Butts Lane
Grey tie with school crest	Compulsory	Andy Blair Schoolwear Ltd 88-90 Barkers Butts Lane
Plain white shirt	Compulsory	Own choice of retailer

Plain dark grey/black trousers	Compulsory	Own choice of retailer
Plain white/grey socks	Compulsory	Own choice of retailer
Plain black flat shoes (no wedges or lights)	Compulsory	Own choice of retailer
Plain black school bag with no logos or brand names	Compulsory	Own choice of retailer

Traditional Uniform

Navy bana – boys/girls	Optional	Own choice of retailer
Navy pyjama suit - girls	Optional	Own choice of retailer
Navy kurtha - boys	Optional	Own choice of retailer
Navy blue or black headscarf boys/girls	Compulsory	Provided by Seva School for assemblies in the Divan Hall
Navy blue or black dastaar boys/girls	Optional	Own choice of retailer
Plain white /grey socks	Compulsory with traditional uniform	Own choice of retailer
Plain black shoes (no lights or wedges)	Compulsory with traditional uniform	Own choice of retailer

School Uniform - Secondary

PE Kit Boys & Girls

Items	Requirements	Recommend Retailer
Blue and red T-shirt with school crest or plain navy T-shirt with no logos or brand names	Compulsory	Andy Blair Schoolwear Ltd 88-90 Barkers Butts Lane or Own choice of retailer
Navy blue sweat top with school crest or plain navy sweat top with no logos or brand names	Compulsory	Andy Blair Schoolwear Ltd 88-90 Barkers Butts Lane or Own choice of retailer
Plain navy jogging bottoms with no logos or brand names	Compulsory	Own choice of retailer
Navy and red socks with school crest or plain navy socks with no logos or brand names	Compulsory	Andy Blair Schoolwear Ltd 88-90 Barkers Butts Lane or Own choice of retailer
Plain black trainers for outdoor PE with no logos or brand names	Compulsory	Own choice of retailer

Other items Unisex

Navy or black plain headscarf	Compulsory	Provided by Seva School for assemblies in the Divan Hall
Navy or black plain dastaar	Optional	Own choice of retailer
Plain navy or white plain sun hat	Optional - Summer	Own choice of retailer
	Optional - Winter	Own choice of retailer
Plain navy or black plain wool hat	Compulsory - Option for either overcoat.	Andy Blair Schoolwear Ltd 88-90 Barkers Butts Lane or Own choice of retailer
Navy overcoat with school crest or plain black or navy overcoat	Compulsory - Option for either overcoat.	Andy Blair School wear Ltd 88-90 Barkers Butts Lane or own choice of retailer

We also provide a service for families in receipt of FSM who need help with purchasing an item of school uniform. For further information on this, please contact our Attendance & Family Welfare Officer Mrs. Alcock on 024 7798 7619 or email s.alcock@seva.coventry.sch.uk

Seva School Secondary

Main School Uniform with School Crest

Main Uniform

Unisex Blazer



Girls Blazer



Secondary School Tie



School Jumper



Main PE Uniform

Sports Top



Sports Sweat Shirt



School Shorts



Sports Socks

