

**Pinewood School Academy Trust  
School Uniform Policy**

<b>Approved by</b>	Full Governing Board	<b>Date of Last Review</b>	Dec 2025
<b>Frequency of Review</b>	3 Years	<b>Next Review</b>	Dec 2028
<b>Version</b>	1.0		

### What does this Policy cover?

At Pinewood School we believe that school uniform creates a sense of pride and identity. This is evident for all pupils and staff to see but also for visitors to the school or members of the public to see on school excursions. It helps to provide a positive working environment in the classroom and a respect for each other.

### Why should you read this policy?

Intended Audience: Staff, Parents/Carers, Pupils

Key aims of this policy:

- To... ensure the wearing of our uniform supports pupils in learning how to dress in a manner appropriate to the activity being undertaken and the environment they are inhabiting. Uniform is something that our current pupils might expect to wear for a large number of jobs in the community and working world.
- To... ensure the avoidance of peer pressure when it comes to general clothing; our pupils will not need to worry about what they look like and there is no competition to be dressed in the latest trend which could put a great deal of financial pressure on pupils and parents/carers. Cost is carefully considered in deciding on uniform design and uniform suppliers.
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### School Uniform Rationale

School uniform must be worn whenever pupils are on site at Pinewood School. This includes the journey to and from school and on school visits as required.

## **Purchasing School Uniform**

The school uniform with logos is available from Top Form Children's School wear in Harlow. If you are not ordering uniform with logos then please ensure clothing is plain and free from all other logos.

Some individual subjects, for example Physical Education, have their own uniform policy that is specific to need and comfort which is outlined later in this policy.

Top Form Children's School wear  
90-91 The Stow, Harlow CM20 3AP  
01279 434813  
<http://www.top-form.co.uk>

Second hand uniform can also be purchased from our PTFA. This is available by emailing the PTFA on [ptfa@pinewood.herts.sch.uk](mailto:ptfa@pinewood.herts.sch.uk) stating size and item of clothing required.

## **Uniform Description**

### **Shoes**

Plain black sturdy, leather looking shoes with flat heels that you would be able to polish, fully black trainers are allowed (no plimsolls). Trainers worn as school shoes should not replace PE trainers (this is for hygiene reasons and to protect the shoe).

Suede or canvas shoes are not allowed because they do not provide adequate support to the foot and protection in some classrooms such as science and design technology. Canvas shoes would also not be appropriate in wet weather. No coloured flashes or shoes must be completely black. Laces and stitching must be black.

Shoes with Velcro straps are appropriate for pupils who find it difficult to tie laces.

Heels should not be higher than 4cm for safety reasons.

Please see images below:

Appropriate	Inappropriate
	

### Socks / Tights / leggings

- Socks should be black, dark grey or white.
- Tights should be black or dark grey, single in colour and free from pattern.
- Plain black leggings may be worn under a skirt.

### Trousers / Skirts / Shorts

- Black or dark grey trousers.
- Leggings are not permitted.
- Skirts should be black or dark grey and one inch below the knee.
- Shorts should be black or dark grey and knee length.
- It is expected that pupils will wear these items with the waist and/or belt acting as support.

### Shirts

- Plain white polo shirt with or without school logo or a plain white shirt with collar (no logo).
- Should be sufficiently long in the tail not to come untucked from trousers or skirts.

### Ties

- May be worn by year 11 pupils if they choose. Ties must be worn with a plain white collared shirt. Ties will be bottle green in colour and can be purchased directly from the school (this is to ensure consistency in colour).

## **Jumpers**

- Green v necked.
- Green sweatshirt.
- Black v necked for prefects.
- Black fleece jacket – optional.
- Reversible water-resistant jacket – optional from above supplier.

## **Coats**

- Appropriate for the weather
- Hoods should not be up in the school building and only up during break and lunchtime if the weather is cold (this will be at the teacher on duties discretion).
- Hoodies are not to be substituted in place of an effective coat for inclement weather, however may be worn as an integral part of the Pinewood Outdoors kit.

## **Underwear**

- Should not be visible.
- Bras should be plain in colour – either white or skin coloured.

## **Summer Uniform**

From after the May half term holiday, students may wear a Summer Uniform if they choose to do so:

- Shorts : should be black or dark grey and knee length.
- Shirts: Plain short sleeved white polo shirt with or without school logo or a plain white shirt with collar (no logo). Should be sufficiently long in the tail not to come untucked from trousers or skirts.
- Summer dress: Gingham summer dress in Bottle green, with or without the school logo. Dresses should be one inch below the knee.

## **Jewellery**

- A wristwatch and a single stud in each ear are permitted. No other piercings.
- Necklaces, bracelets, rings, pendants, broaches should not be worn.

## **Make up / Nails**

- Make up, nail varnish, nail paint and gel nails are not permitted.

## **Hats / Sunglasses**

- Are not to be worn in the school building.

## **Hair**

- Should be neat, clean and natural in colour. It should not obscure the eyes.
- The minimum grade for any shaved hair is a 2.
- Extreme hair styles or shaved patterns are not permitted.
- Hair that is longer than the shirt collar must be tied back.
- Headbands must be black or white

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## POLICY DOCUMENT

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- Some subjects will require that hair be tied back for safety E.g. Food Technology and Physical Education.
- Facial hair is not allowed. Pupils must be clean shaven

See images below:

**Inappropriate****Physical Education Kit**

All pupils are required to have the proper kit for P.E. and swimming:

- P.E Kit
- Black shorts
- White T-shirt
- Black tracksuit
- Black jogging bottoms
- Black hoodie
- Black football socks
- Clean trainers for indoor work (not plimsolls)
- Shin pads for football/hockey are advisable
- If you purchase non-school kit then it must be plain with no logos.
- Pupils will need a tracksuit / jogging bottoms / hoodie for the colder days as we use the outdoors except in extreme weather.

**Pinewood Outdoors Kit**

All pupils are required to have appropriate kit for Pinewood Outdoors lessons:

- Forest School     -   Strong boots / shoes (quality walking boots would be ideal)
- Trousers
- T-shirt
- Warm Jumper – winter months (normal jumper always)
- Waterproof coat and trousers
- Warm hat – winter months (normal hat always)
- Scarf
- Gloves

Adventure Education requires the same basic kit however, trainers may be worn for most of the activities.

The Pinewood Outdoors department has a limited amount of spare kit that can be lent out if an item is forgotten (boots, waterproofs, some hats and gloves, and sweatshirts).

For specialist activities requiring additional kit you will be advised in advance.

## **Equal Opportunities**

We will seek to make appropriate arrangements to reflect the requirements of different religious faiths with regards to acceptable variations of the school uniform. We are sensitive to and demonstrate a respect for the needs of different cultures, races and religions, and their needs are accommodated within this policy. We will also seek to make appropriate arrangements if your pupil has a sensory or other need, which requires a modification of the school uniform, if this is the case please contact your pupils tutor so that this can be discussed.

## **Non-Uniform Days**

Throughout the year there are non-uniform days. Whilst the uniform is relaxed in many respects...

- Trousers, including jeans, may be worn but they must not contain any holes.
- No clothing should be worn which shows under-garments or cleavage.
- Sleeveless tops, with broad straps which totally cover bra straps, are acceptable.
- Shorts and skirts must come half way down the thigh when sitting.
- When standing upright clothes should not show any bare midriff.
- Use of hair dye should be restricted to natural colours.
- No chains or unusual garb of any kind
- Any offensive clothing or slogans which are racist or sexist are NOT allowed
- Hoodies – the hoods must NOT be up in the school building and only up on the playground if the weather is cold (this will be at the teacher on duties discretion).

## **Sanctions for non-compliance with school uniform:**

We aim to work with pupils and parents to resolve non-compliance issues. There may be legitimate reasons for incorrect uniform which MUST be substantiated by written correspondence directed to the form tutor and school office. If the situation escalates then we pay reference to government guidance.

The Department for Education (DfE) has published guidance on school uniform (*School Uniform Guidance for governing bodies, school leaders, school staff and local authorities September 2013*). On page 7, a section on non-compliance with school uniform policy says:

“Teachers can discipline pupils for breaching the school's rules on appearance or uniform. This should be carried out in accordance with the school's published behaviour policy.”

Persistent flouting of the uniform requirements will be dealt with as a disciplinary matter by the Head of School or Deputy Headteacher. In the first instance a pupil may be supplied with replacement items of uniform to wear for the day. A repeat failure to adhere to the uniform policy will lead to consequences for the pupil. This can take the form of loss of free time, after school consequences or in persistent or defiant cases - exclusion. If we consider excluding a pupil in response to breaches of uniform policy then this will be in line with the legal requirements for exclusion.

A headteacher, or a person authorised by the headteacher, may ask a pupil to go home briefly to remedy a breach of the school's rules on appearance or uniform. When making this decision schools need to consider the child's age and vulnerability, the ease and time it will take, and the availability of the child's parents. This is not an exclusion but an authorised absence. However, if the pupil continues to breach uniform rules in such a way as to be sent home to avoid school, or takes longer than is strictly necessary to effect the change, the pupil's absence may be counted as an unauthorised absence.