

Uniform procedure

Teacher identifying incorrect uniform
(including clothes, shoes and jewellery)

Relevant teacher asks pupil to adjust uniform

Pupil changes immediately or gives an
acceptable explanation:
No further action

Pupil refuses to change:
Send to relevant school office and record on Class
Charts

Head / Deputy of School asks pupil to adjust uniform

Pupil changes immediately or gives an
acceptable explanation:
No further action

Pupil refuses to change:
Phone call home

Further Steps following the steps above

1. Letter 1 informing parents that the pupil has continued to wear the incorrect uniform despite the steps above and that there will be a lunchtime detention and a change is needed.
2. Letter 2 to arrange a meeting to discuss the uniform and a dinner time or after school detention.
3. Following a meeting if the uniform continues to be incorrect, there will be half a day of exclusion.