DITCHAM PARK SCHOOL

Where every child is known and valued

School Uniform Policy

Including Operational Policy and Process

Compiled by	**Bursar/COO**
Approved by	**Education Committee**
Date of Review	**Spring 2025**
Next Review	**Spring 2026**

This policy is designed to promote a sense of equality, pride, and discipline among students by outlining the expectations for appropriate school attire. It ensures that all students adhere to a consistent dress code, fostering a respectful and professional learning environment.

Scope

This policy applies to all students enrolled at Ditcham Park School, across all grade levels, during school hours, and at any school-sponsored events or activities unless otherwise specified.

Uniform Requirements

1. **General Guidelines**
    - All students must wear the designated school uniform during school hours and at official school functions, unless otherwise indicated by special occasions or specific permission.
    - Uniforms must be kept clean, neat, and in good condition.
    - Modifications, alterations, or additions to the uniform (such as logos, patches, or embellishments) are not allowed without prior approval from Council.
2. **KS1 Juniors (Reception -Year 2) Uniform List**

<table>
<tr><th colspan="4">School Uniform</th></tr>
<tr><th colspan="2">Winter</th><th colspan="2">Summer</th></tr>
<tr><th>Girls</th><th>Boys</th><th>Girls</th><th>Boys</th></tr>
<tr><td>School blazer*
School jumper*
School kilt*
White long sleeve polo top
Bottle green knee length socks
Bottle green tights
Black shoes</td><td>School blazer*
School jumper*
Grey Trousers
White long sleeve polo top
Grey socks
Black shoes</td><td>School blazer*
Summer dress*
White socks
Black shoes</td><td>School blazer*
Grey shorts
White short sleeve polo top
Grey socks
Black shoes</td></tr>
<tr><th colspan="4">PE Kit</th></tr>
<tr><th colspan="2">Girls</th><th colspan="2">Boys</th></tr>
<tr><td colspan="2">Polar Fleece*
Tracksuit bottoms*
Sports top*
Cycle shorts
Short white socks
White trainers (predominantly white)
Drawstring PE bag*</td><td colspan="2">Polar Fleece*
Tracksuit bottoms*
Sports top*
Black shorts with logo*
Short white socks
White trainers (predominantly white)
Drawstring PE Bag</td></tr>
<tr><th colspan="4">Outdoor clothing</th></tr>
<tr><td colspan="4">Black Coat*
Waterproof set – jacket and trousers
Wellington boots
Summer/ Winter Hats
Gloves and Scarves
Book Bag*</td></tr>
</table>

*Indicates uniform required to be purchased through The Ditcham Shop online/ physical uniform store

3. **KS2 Juniors (Year 3 – 6) Uniform List**

<table>
<tr><th colspan="4">School Uniform</th></tr>
<tr><th colspan="2">Winter</th><th colspan="2">Summer</th></tr>
<tr><th>Girls</th><th>Boys</th><th>Girls</th><th>Boys</th></tr>
<tr><td>School blazer*
School jumper*
School kilt*
White revere collar blouse
Bottle green knee length socks
Bottle green tights
Black shoes</td><td>School blazer*
School jumper*
Grey Trousers
White long sleeve shirt
Tie*
Grey socks
Black shoes</td><td>School blazer*
Summer dress*
White socks
Black shoes</td><td>School blazer*
Grey shorts
White short sleeve shirt
Tie*
Grey socks
Black shoes</td></tr>
<tr><th colspan="4">PE Kit</th></tr>
<tr><th colspan="2">Girls</th><th colspan="2">Boys</th></tr>
<tr><td colspan="2">Polar Fleece*
Sports Jacket (Year 5 and 6)*
Tracksuit bottoms*
Sports top*
Skort with logo*
Short white socks
Games socks*
White trainers (predominantly white)
Shin pads
Gumshield
Studded boots (if on hockey team)
Base layers (optional)
Sports bag*</td><td colspan="2">Polar Fleece*
Sports Jacket (Year 5 and 6)*
Tracksuit bottoms*
Sports top*
Rugby top*
Black shorts with logo*
Short white socks
Games socks*
White trainers (predominantly white)
Shin pads
Gumshield
Studded boots
Base layers (optional)
Sports bag*</td></tr>
<tr><th colspan="4">Outdoor clothing</th></tr>
<tr><td colspan="4">Black Coat*
Waterproof set – jacket and trousers
Wellington boots
Summer/ Winter Hats
Gloves and Scarves
Backpack*</td></tr>
<tr><th colspan="4">Accessories</th></tr>
<tr><td colspan="4">Chromebook* (Year 5- 6)

Simple and discreet jewellery e.g. small stud earrings, a watch. No excessive adornments
Hair must be kept neat and within the guidelines set forth by the school.</td></tr>
</table>

*Indicates uniform required to be purchased through The Ditcham Shop online / physical uniform store

4. **Seniors Uniform List**

<table>
<tr><th colspan="4">School Uniform</th></tr>
<tr><th colspan="2">Winter</th><th colspan="2">Summer</th></tr>
<tr><th>Girls</th><th>Boys</th><th>Girls</th><th>Boys</th></tr>
<tr><td>School blazer*
School jumper*
School kilt*
White revere collar blouse
Black tights or white socks
Black shoes</td><td>School blazer*
School jumper*
Grey Trousers
White long sleeve shirt
Tie*
Grey socks
Black shoes</td><td>School blazer*
Summer dress*
White socks
Black shoes</td><td>School blazer*
Grey shorts
White short sleeve shirt
Tie*
Grey socks
Black shoes</td></tr>
<tr><th colspan="4">PE Kit</th></tr>
<tr><th colspan="2">Girls</th><th colspan="2">Boys</th></tr>
<tr><td colspan="2">Polar Fleece*
Tracksuit bottoms*
Sports top*
Skort with logo*
Short white socks
Games socks*
White trainers (predominantly white)
Shin pads
Gumshield
Studded boots (if on hockey team)
Base layers (optional)
Sports holdall</td><td colspan="2">Polar Fleece*
Tracksuit bottoms*
Sports top*
Rugby top*
Black shorts with logo*
Short white socks
Games socks*
White trainers (predominantly white)
Shin pads
Gumshield
Studded boots
Base layers (optional)
Sports holdall</td></tr>
<tr><th colspan="4">Outdoor clothing</th></tr>
<tr><td colspan="4">Black Coat*
Waterproof set – jacket and trousers
Wellington boots
Summer/ Winter Hats
Gloves and Scarves
Backpack*</td></tr>
<tr><th colspan="4">Accessories</th></tr>
<tr><td colspan="4">Chromebook*

Simple and discreet jewellery e.g. small stud earrings, a watch. No excessive adornments
Makeup should be minimal, and hair must be kept neat and within the guidelines set forth by the school.</td></tr>
</table>

*Indicates uniform required to be purchased through The Ditcham Shop online/ physical uniform store

Exceptions and Modifications

- **Religious or Cultural Exceptions**: The school will make reasonable accommodations for students to wear clothing or accessories for religious or cultural reasons. Requests for exceptions should be submitted to the school administration for review and approval.

- **Health-related Modifications**: Students who require specific clothing modifications due to medical conditions (e.g., braces, casts, etc.) should provide documentation from a healthcare provider and receive approval from the school administration.

Enforcement and Compliance

- Teachers and school staff will monitor students' adherence to the uniform policy and provide reminders as needed.
- Non-compliance with the uniform policy will be addressed according to the school's discipline guidelines, which may include written warnings, parental notifications, or other appropriate measures.

Uniform Ordering and Availability

- Uniforms will be available for purchase from the designated suppliers, either through the Ditcham Shop online or at the school's uniform store.
- The school admissions team will provide information on how and where to order uniforms at the beginning of each school year.

Conclusion

The school uniform policy is designed to create a focused learning environment, free of distractions, while ensuring that all students feel equally included in the school community. Parents, students, and staff are encouraged to support this policy to maintain a positive and professional atmosphere within the school.

Operational Policy for the School Uniform Shop and Approval Process for Uniform Changes

Purpose

This policy outlines the operational guidelines for the effective running of the school uniform shop and establishes the procedure for submitting and approving changes to the school uniform. It ensures that all changes to the uniform are well-managed, aligned with the school's vision, and reviewed by the school Governors before being implemented.

Scope

This policy applies to the management of the school uniform shop and any proposed changes to the school uniform. It applies to all staff, parents, students, and school governors involved in these processes.

1. Operational Guidelines for the School Uniform Shop

1.1 **Uniform Shop Management**

- The school uniform shop will be managed by the Office and Commercial Manager who will be responsible for the day-to-day operations, including inventory management, sales, and customer service.
- The Office and Commercial Manager will ensure that uniform stock levels are regularly monitored and replenished as needed, ensuring all sizes and items are available for students and families.

1.2 **Opening Hours**

- The uniform shop will operate during the following hours:
    - Monday to Friday: online ordering available
    - Monday: physical store is open from 8:30am – 9:00am and 3:30pm – 4:00pm
    - The shop will also have extended hours during holidays by appointment, such as the beginning of the school year or prior to school events.

1.3 **Ordering and Stock**

- Uniforms can be purchased in-store or through The Ditcham Shop online.
- All stock will be ordered from pre-approved suppliers, ensuring consistency in quality and uniformity in designs.
- The Office and Commercial Manager will maintain a regular stock take Inventry via Shopify and ensure any feedback from parents or students regarding uniform quality or sizing is recorded for review by Council regularly as required.

1.4 **Pricing**

- The prices of uniform items will be determined by the school and reviewed annually. The aim is to keep prices affordable for all families while maintaining a sustainable operation for the uniform shop.
- Any price changes will be communicated clearly to the school community with adequate notice, prior to any price increases taking effect.

1.5 **Returns and Exchanges**

- A returns and exchange policy will be in place to accommodate defective goods or wrong sizes. Uniform items that are unworn, unwashed, and in the original condition can be exchanged or refunded within a set time period, as determined by the Office and Commercial Manager.

1.6 Staff Uniform

- All staff uniform/ kit will be ordered through the Office and Commercial Manager.
- All stock will be ordered from pre-approved suppliers, ensuring consistency in quality and uniformity in designs.
- Each department will be invoiced accordingly.

2. Approval Process for Changes to the School Uniform

2.1 **Proposed Changes to Uniform**

- Any suggestions for changes or modifications to the school uniform (e.g., colour, design, material, or additional items) must be submitted via a Uniform Change/ Addition Request Form for review by the Office and Commercial Manager in conjunction with the Bursar/ COO (Uniform Committee) before being put forward to Council for review and approval.

2.2 **Uniform Committee Review**

- The Uniform Committee will review any proposed changes to assess whether they align with the school's mission, values, and the operational needs of the uniform shop.
- The committee will gather input from stakeholders, including students, parents, and staff, through surveys, meetings, or focus groups to ensure that proposed changes are in the best interest of the school community.

2.3 **Submission to Governors**

- Once the Uniform Committee has completed its review, it will compile a report and submit the proposed changes, along with the committee's recommendation, to the Board of Governors for approval at Council.
- The report must include:
    - A clear description of the proposed changes
    - Reasons for the change (e.g., alignment with school values, affordability, student comfort, inclusivity)

- A cost analysis (if applicable), outlining any potential changes in pricing or supplier agreements
- Results of consultations with students, parents, and staff (if applicable)

2.4 **Governors' Review and Decision**

- The Board of Governors will meet regularly to review proposals. Changes to the uniform will only be approved by the Governors after thorough consideration and discussion.
- The decision will be made based on the recommendations of the Uniform Committee, the feedback received from stakeholders, and the overall impact of the changes.
- Once a decision is made, the Governors will provide clear written notification of the outcome to all relevant parties for communication to staff and parents.

2.5 **Implementation of Approved Changes**

- Upon approval, the school will implement the changes to the uniform, ensuring all necessary adjustments are made to the uniform shop's inventory, communication to parents, and any other logistical considerations.
- The implementation timeline will be clearly communicated, providing families with sufficient time to purchase any updated uniform items before the new changes take effect.
- In cases where changes may cause financial burden to families, the school will consider providing support or a phased-in transition period.

2.6 **Communication**

- Any changes to the school uniform will be communicated to parents and students via:
  - The school newsletter
  - Email announcements
  - The school website and uniform shop
  - Meetings or information sessions for parents (if necessary)

2.7 **Review of Policy**

- This policy will be reviewed annually to ensure it remains effective, aligns with the school's needs, and responds to any feedback received from the school community regarding the uniform shop or uniform changes.

Conclusion

This policy ensures that the operation of the school uniform shop is efficient, transparent, and accessible to all families. It also guarantees that any changes to the school uniform are thoughtfully considered and appropriately approved before being implemented. By maintaining this process, the school aims to provide a consistent, well-managed uniform experience that reflects the values and needs of the school community.