

## Student Dress Code

### *Quick reference guide*

School uniform promotes a sense of identity, pride, cohesion and good order in the school

***Students found to be out of uniform will be required to achieve compliance before attending class***

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### Safe and equitable access to education

- The student dress code has been developed by the Altona College School Council in close consultation with our school community to ensure that it respects the rights of individual students whilst reflecting the values and interests of our community.
- It aims to strengthen spirit of community and promote team identity
- It ensures all students are identifiable and visitors (welcome and unwelcome) are quickly identifiable
- It prepares students for work and community expectations
- It encourages personal organisation, responsibility and commitment to College values, identity and expectations.
- All students should feel safe, included and connected to the Altona College team.

### Enforcement

- Students are expected to comply with this Student Dress Code while traveling to and from school, during school hours and when attending school activities.
- Uniform expectations are clearly explained during student induction, in classes and assemblies.
- Families are provided with a copy of the full dress code upon enrolment and can access all resources via the College website
- Students who arrive to school out of uniform will be asked to achieve compliance through the following means:
  - Remove non-compliant items
  - Change into loaned uniform items if available (all items are freshly laundered)
  - Use a college phone to arrange drop off of compliant items
  - Arrange to travel home to change before returning (late/absence applies)
- Students who refuse or are unable to achieve compliance may be required to:
  - Work in an independent study space with separate break times (absent from class – present at school)
  - Accept an external suspension and return home for the day
  - Consider an alternative education setting with uniform requirements more suited to the individuals needs and expectations
- Exemptions for rainwear and safety equipment apply while students are travelling to and from school.

### Support

- **Students and families are encouraged to contact staff to discuss barriers to compliance at the earliest convenience.**
- A range of supports are available to assist students and families with compliance, including:
  - Second hand uniform sales
  - Welfare support, vouchers and scholarships (subject to availability)
  - Loan items
  - Dress code exemptions

### **Raising a concern or complaint**

Altona College encourages parents, carers or members of the community who may wish to submit a complaint to do so in accordance with our complaints policy (located in the College Policies menu, within the [Information tab of the College Website](#)).

In preparing to raise a concern or complaint, we encourage families to:

- carefully consider the issues you would like to discuss
- remember you may not have all the facts relating to the issues that you want to raise
- think about how the matter could be resolved
- be informed by checking the policies and guidelines set by the Department and Altona College (see “Further Information and Resources” section below).

*For further information, please contact College reception or email*

[altona.co@education.vic.gov.au](mailto:altona.co@education.vic.gov.au)

See below:

Appendix 1: P-6 uniform guidance

Appendix 2: 7-12 uniform guidance

Appendix 3: Dress code exemption

## APPENDIX A: Altona College Prep to Year 6 uniform list

The items outlined below provide a list of compliant uniform options. Items outlined in either sport or formal uniform cannot be mixed and matched and should be worn as a complete outfit. Warmth layers outlined below each style have been chosen as flexible options for both outfits to minimise cost to families, maximise student comfort and maintain an overall consistency in student appearance throughout the College.

### Guidance notes:

- From the commencement of 2025, all shorts, pants and socks must be free from branding of any kind.
- Families are encouraged to support our designated uniform supplier or at least consult their range for guidance on colour, style and fit of uniform items.
- While the purchase from alternative suppliers is permitted, Altona College will maintain strict expectations around the cut, colour and general style of all uniform items and encourage families and students to make alternative purchases with the intent of our uniform policy in mind.
- Staff at the College reserve the right to make decisions about the compliance of items that are deemed to contradict the intent of our uniform policy.

COMPULSORY UNIFORM ITEMS	
<p><b><u>Formal uniform:</u></b></p> <ol style="list-style-type: none"> <li>1. Entirely black leather shoes</li> <li>2. Navy or white socks worn above the ankle – no visible branding of any kind</li> <li>3. Choice of:               <ol style="list-style-type: none"> <li>a. Navy shorts</li> <li>b. Navy trousers</li> <li>c. Navy ponti pants</li> <li>d. College winter skirt (<i>worn to the knee - navy tights optional</i>)</li> </ol> </li> <li>4. College embroidered pinstripe shirt – short or long sleeve</li> <li>5. <i>Optional plain white base layer, sleeves must be covered by the college uniform garment</i></li> <li>6. <i>Optional summer dress (terms 1-4)</i></li> <li>7. <i>Optional college embroidered knitted vest or pullover</i></li> </ol>	<p><b><u>Sport uniform:</u></b></p> <ol style="list-style-type: none"> <li>1. Athletic style runners or cross trainers (must have non marking sole and arch support)</li> <li>2. Plain white socks – no visible branding of any kind</li> <li>3. Choice of:               <ol style="list-style-type: none"> <li>a. Navy athletic shorts of mid to long length – no visible branding of any kind</li> <li>b. Navy skort</li> <li>c. Navy fleece track pants with elastic cuff</li> </ol> </li> <li>4. College embroidered polo shirt (short or long sleeve)</li> <li>5. <i>Optional plain white base layer, provided sleeves are covered by the college uniform garment</i></li> </ol>
<p><b><u>Warmth layering options: Formal or Sport uniform</u></b></p> <ol style="list-style-type: none"> <li>1. College embroidered fleece vest</li> <li>2. College embroidered rugby jumper</li> <li>3. College embroidered soft-shell jacket</li> </ol>	
ACCESSORIES	
<ul style="list-style-type: none"> <li>• College bucket hat (compulsory)</li> <li>• College beanie (optional terms 2-3)</li> <li>• College scarf</li> </ul>	<ul style="list-style-type: none"> <li>• College school bag (small or large options)</li> <li>• Plain navy or white headwear may be worn for cultural reasons.</li> </ul>

## APPENDIX B: Altona College Year 7 to 12 uniform list

The items outlined below provide a list of compliant uniform options. Items outlined in either sport or formal uniform cannot be mixed and matched and should be worn as a complete outfit. Warmth layers outlined below each style have been chosen as flexible options for both outfits to minimise cost to families, maximise student comfort and maintain an overall consistency in student appearance throughout the College.

### Guidance notes:

- From the commencement of 2025, all shorts, pants and socks must be free from branding of any kind.
- Families are encouraged to support our designated uniform supplier or at least consult their range for guidance on colour, style and fit of uniform items.
- While the purchase from alternative suppliers is permitted, Altona College will maintain strict expectations around the cut, colour and general style of all uniform items and encourage families and students to make alternative purchases with the intent of our uniform policy in mind.
- Staff at the College reserve the right to make decisions about the compliance of items that are deemed to contradict the intent of our uniform policy.

COMPULSORY UNIFORM ITEMS	
<p><b><u>Formal uniform:</u></b></p> <ol style="list-style-type: none"> <li>8. Entirely black leather lace-up shoes</li> <li>9. Grey or white socks worn above the ankle – no visible branding of any kind</li> <li>10. Choice of:               <ol style="list-style-type: none"> <li>e. Pleated grey melange shorts</li> <li>f. Pleated grey melange pants</li> <li>g. College winter skirt (<i>worn to the knee - navy tights optional</i>)</li> </ol> </li> <li>11. College embroidered pinstripe shirt – short or long sleeve</li> <li>12. <i>Optional plain white base layer, sleeves must be covered by the college uniform garment</i></li> <li>13. <i>Optional summer dress (terms 1 &amp; 4)</i></li> <li>14. <i>Optional college embroidered knitted vest or pullover</i></li> <li>15. <i>Optional College blazer</i></li> </ol>	<p><b><u>Sport uniform:</u></b></p> <ol style="list-style-type: none"> <li>6. Athletic style runners or cross trainers (must have non marking sole and arch support)</li> <li>7. Plain white socks – no visible branding of any kind</li> <li>8. Choice of:               <ol style="list-style-type: none"> <li>d. Navy athletic shorts of mid to long length – no visible branding of any kind</li> <li>e. Navy skort</li> <li>f. Navy fleece track pants with elastic cuff</li> </ol> </li> <li>9. College embroidered polo shirt (short or long sleeve)</li> <li>10. <i>Optional plain white base layer, provided sleeves are covered by the college uniform garment</i></li> </ol>
<p><b><u>Warmth layering options: Formal or Sport uniform</u></b></p> <ol style="list-style-type: none"> <li>4. College embroidered puffer vest</li> <li>5. College embroidered rugby jumper</li> <li>6. College embroidered soft-shell jacket</li> </ol>	
ACCESSORIES	
<ul style="list-style-type: none"> <li>• College hat (Bucket hat or cap)</li> <li>• College beanie (optional)</li> <li>• College scarf (optional)</li> <li>• College tie</li> </ul>	<ul style="list-style-type: none"> <li>• College school bag (small or large options)</li> <li>• Plain navy or white headwear may be worn for cultural reasons.</li> </ul>

## APPENDIX C: Application for student dress code exemption

1. STUDENT DETAILS		
<b>Student name</b>		
<b>Date of birth</b>	Click or tap to enter a date.	<b>Year level:</b>
<b>Home Address</b>		
		<b>Post Code:</b>
<b>Gender</b>	<input type="checkbox"/> Male / <input type="checkbox"/> Female	<b>Age in Years:</b>

2. EXEMPTION REQUEST
<i>Please outline which specific items of the student dress code require an exemption.</i>

3. REASON FOR EXEMPTION
<b><i>Please select which of the following criteria this exemption applies to:</i></b>
<input type="checkbox"/> an aspect of the code prevents the student from complying with a requirement of their religious, ethnic or cultural beliefs or background
<input type="checkbox"/> the student has a particular disability or health condition that requires a departure from the dress code and can provide instruction from a medical specialist to support the claim.
<input type="checkbox"/> the student or their parents/carers can demonstrate particular economic hardship that prevents them from complying with the dress code

4. DETAILS OF REASON FOR EXEMPTION
<i>Please detail how the selected criteria applies to the student:</i>

**5. OPTIONS FOR MODIFICATION (Completed or supported by specialist where possible)**

*Please outline any options or recommendations for modification of dress code that can or have been explored (we also encourage contact with the uniform supplier to discuss changes in fabric, sizing etc):*


**6. OTHER ALTERNATIVES EXPLORED (Completed or supported by specialist where possible)**

*Please outline any options or recommendations that could be explored or implemented to avoid the need for exemption (where school has provided alternatives, please outline how they have been unsuccessful)*


**7. SUPPORTING EVIDENCE**

*Please identify which of the following evidence has been provided to support this request for modification or exemption*

- A) Letter from an authorised/qualified expert or religious leader outlining religious, cultural or ethnic grounds for exemption.
- B) Letter from treating specialist outlining diagnosis, treatment support strategies, suggested adjustments, duration for exemption and recommended review date.
- C) Confirmation from College business manager that after consultation, all appropriate options for financial assistance and support have been exhausted.

**NOTES:**

1. Please note that supporting evidence from category A or B must include contact details. Where contact cannot be made, the evidence will not be considered valid.
2. General certificates from a GP or generic health resource will not be considered appropriate supporting evidence for exemption.
3. General medical letters, statements or observations which are not supported by a personalised assessment, diagnosis and treatment plan may not be considered appropriate evidence

## 8. SPECIALIST SUPPORT OF APPLICATION FOR EXEMPTION

*Please provide this template to the appropriate specialist to review and add any recommendations required:*

Specialist name:

Specialisation:

Professional  
address:

Phone:

Email:

- I have reviewed the needs of the student named in this application and am willing to support modification or exemption to the student dress code of Altona College for this individual circumstance
- I have considered and recommended (where appropriate) options for modification to uniform garments that the Principal could consider in consultation with a uniform supplier to avoid the need for exemption
- I have discussed consent with the student and family named in this application and will agree to discuss my recommendations for modification and/or exemption with Principal staff at the College

Specialist Signed:

Date: Click or tap to enter a date.

**Parent/Carer Signed:**

**Date: Click or tap to enter a date.**

### **PRINCIPAL REVIEW (to be completed by Principal team and filed)**

- Exemption granted in full       Exemption partially granted       Exemption declined

Duration of exemption:

Conditions of exemption:

Comments/Notes:

**Principal signed**

**Date: Click or tap to enter a date.**