

STUDENT DRESS CODE

PURPOSE

The purpose of the Student Dress Code is to outline Altona College's requirements for student dress and appearance and to provide information about uniform purchase and support, dress code implementation and exemption processes.

This dress code has been developed by Altona College's 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.

The Student Dress Code aims to:

- foster a sense of community and belonging and encourages students to develop pride in their appearance
- support Altona College's commitment to ensuring that our students feel equal and are dressed safely and appropriately for school activities.
- reduce student competition on the basis of clothing
- enhance the profile and identity of the school and its students within the wider community.
- enhance student safety by allowing efficient identification of students and/or members of the public, both in and out of the College grounds
- The School Council has developed a dress code that we believe provides a range of choices for students and is cost effective for families.

SCOPE

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 & APPEARANCE

Altona College's approved school uniform items are attached as an appendix to this policy. No variations on the approved items will be permitted without written consent from a member of the College Leadership Team.

GENERAL APPEARANCE

While at school, travelling to or from school or participating in school activities, Altona College students must comply with the following:

- Uniforms must be clean and in good repair
- Uniforms must be clearly marked with the owner's name
- Shirts should be tucked in at all times while wearing a tie
- Ties need to be worn by Years 7-12 students in terms 2 and 3, neatly tied and covering a fastened top button
- Base layers added for warmth should be plain white, completely covered and not include any hood or bulky layers tucked in.

JEWELLERY AND COSMETICS

Students should dress according to the following expectations:

- Watches are permitted, smart watches may need to be removed during assessments
- A plain, black leather belt is permitted where garments have belt loops

- One plain, lightweight neck chain with a single charm is permitted
- A maximum of one plain stud and one plain sleeper per ear will be permitted, but may need to be covered or removed for sport and practical activities
- All other piercings must be removed or replaced with clear invisistuds which may need to be covered or removed for sport and practical activities
- All medical alert jewellery is permitted in addition to the above, but may need to be removed for sport or practical activities where OHS requirements
- Hair accessories other than plain hair pins, plain hair ties or a navy or white ribbon are not permitted.

HAIR AND SUN SAFETY

- Shoulder length or longer hair is to be tied back to help restrict the spread of nits and lice and for student safety.
- School uniform hats must be worn outside in terms 1 and 4 by all students.
- Additional dates in term 2 & 3 will require hats and will be reviewed and published annually according to the Altona College SunSmart Policy.
- All headwear, except those worn for religious purposes must be removed when indoors
- Sunglasses are permitted when outdoors

PURCHASE OF UNIFORMS

Uniform items can be purchased from NOONE either online or in store. Further details are provided on the College Website to assist families in completing uniform orders as required.

SUPPORT FOR FAMILIES EXPERIENCING DIFFICULTY

Please contact the Principal or College Business Manager to discuss support that we may be able to provide to families experiencing difficulty meeting uniform costs, including information about eligibility for uniform support through State Schools' Relief. Further information about State Schools' Relief is also available on their website: <https://www.ssr.net.au/>

IMPLEMENTATION

- Altona College will ensure that this Student Dress Code is communicated to all families and students through our website. We will assist students who may be experiencing difficulties complying with this policy where possible
- Students wearing non-compliant uniform items have the option to change into a school loaned item where available, prior to 9am. If students are found to be out of uniform, staff will ask the student to correct the breach immediately.
- Any student who refuses, or is unable to comply with the College uniform policy will be granted an opportunity to seek assistance to achieve compliance.
- Serious or sustained breaches of the College uniform policy will be dealt with in accordance with the Student Wellbeing and Engagement Policy.

EXEMPTIONS TO STUDENT DRESS CODE

We recognise that there may be situations where the application of this dress code may affect students unequally. Students and their parents or carers may apply either in writing to the Principal for an exemption to this Student Dress Code if:

- an aspect of this code prevents the student from complying with a requirement of their religious, ethnic or cultural beliefs or background

- 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.
- the student or their parents/carers can demonstrate particular economic hardship that prevents them from complying with the dress code.
- When the Principal receives a request for an exemption, they will:
 - consider the grounds for the exemption request
 - explain the process to the student and/or their parents/carers
 - liaise with the uniform supplier to explore modification to compliant uniform garments where possible
 - encourage the student and/or their parents/carers to support their application with evidence.
- The Principal or delegate will then try to negotiate a resolution that is acceptable to all parties. If an exemption is not allowed, then written reasons will be provided to the student and/or their parents or carers. The Principal will then offer a written response to explain the outcome of the request for exemption.

CONCERNS ABOUT THE STUDENT DRESS CODE

Altona College welcomes feedback from the school community in relation to this Student DressCode. If you have a concern or complaint about the Student Dress Code, further information about raising a concern or complaint is available in our school's Parent Complaint Policy, available on the College

FURTHER INFORMATION & RESOURCES

Further information and related policies are available on the College Website at www.altonacollege.vic.edu.au

REVIEW CYCLE

This policy was last updated in November 2019 and is scheduled for review in November 2022.

APPENDIX 1 : ALTONA COLLEGE UNIFORM AND APPEARANCE GUIDELINES

Formal Uniform A: Unisex Permitted all year	
Years Prep - 6	Years 7 - 12
1. Black leather lace up shoes or runners 2. Navy socks, worn above the ankle 3. Optional: plain white base layer, sleeves not to be visible 4. Choice of: <ul style="list-style-type: none"> a. Navy shorts b. Navy trousers c. Navy active (ponti) pants 5. Choice of: <ul style="list-style-type: none"> a. College short sleeve shirt – pinstripe b. College long sleeve shirt - pinstripe 6. Choice of: <ul style="list-style-type: none"> a. College knitted pullover – green b. College knitted vest – green 7. College soft shell jacket - navy	1. Black leather lace up school shoes 2. Grey socks, worn above the ankle 3. Optional: Plain white base layer, sleeves not to be visible 4. Choice of: <ul style="list-style-type: none"> a. Grey shorts b. Grey trousers 5. Choice of: <ul style="list-style-type: none"> a. College short sleeve shirt – pinstripe b. College long sleeve shirt – pinstripe c. Tie optional terms 1 & 4 – compulsory in terms 2-3, shirt must be tucked in if wearing a tie. 6. Choice of: <ul style="list-style-type: none"> a. College knitted pullover – green b. College knitted vest – green c. Years 11 & 12 only – choice of: <ul style="list-style-type: none"> a. College senior jumper – navy b. College senior vest – navy 7. College blazer – navy
Formal Uniform B: Unisex Permitted term 1 & 4 only (2-week transition period from winter to summer uniform will be permitted at the start of term 4)	
Years Prep - 6	Years 7 - 12
1. Black leather lace up shoes or runners 2. White socks, above the ankle 3. Optional: Plain white base layer, sleeves not to be visible 4. College summer dress (short or long sleeve options available on request) 5. Optional choice of:	1. Black leather lace up school shoes 2. Grey socks, worn above the ankle 3. Optional: Plain white base layer, sleeves not to be visible 4. College summer dress (long sleeve options available on request) 5. Choice of: <ul style="list-style-type: none"> d. College knitted pullover – green e. College knitted vest – green

<ul style="list-style-type: none"> a. Navy lightweight slacks worn under dress (not available through uniform supplier) 1. Choice of <ul style="list-style-type: none"> a. College knitted pullover – green b. College knitted vest – green 2. College soft shell jacket – navy 	<ul style="list-style-type: none"> f. Years 11 & 12 only – choice of: <ul style="list-style-type: none"> c. College senior jumper – navy d. College senior vest – navy 7. College blazer – navy
<p>Formal Uniform C: Unisex</p> <p>Permitted term 2 & 3 only (2 week transition period from winter to summer uniform will be permitted at the start of term 2)</p>	
<ul style="list-style-type: none"> 1. Black leather lace up shoes or runners 2. Choice of: <ul style="list-style-type: none"> a. White socks, above the ankle b. Navy tights (no active wear) 3. Optional: Plain white base layer, sleeves not to be visible 4. College winter skirt (pinafore require P-4, optional thereafter) 5. Optional choice of: <ul style="list-style-type: none"> a. College short sleeve shirt – pinstripe b. College long sleeve shirt - pinstripe 6. Choice of: <ul style="list-style-type: none"> a. College knitted pullover – green b. College knitted vest – green College soft shell jacket – navy 	<ul style="list-style-type: none"> 1. Black leather lace up school shoes 2. Grey socks, worn above the ankle 3. Optional: Plain white base layer, sleeves not to be visible 4. College Winter Skirt 5. Choice of: <ul style="list-style-type: none"> d. College short sleeve shirt – pinstripe e. College long sleeve shirt – pinstripe f. Tie compulsory in terms 2-3, shirt must be tucked in. 6. Choice of: <ul style="list-style-type: none"> g. College knitted pullover – green h. College knitted vest – green i. Years 11 & 12 only – choice of: <ul style="list-style-type: none"> e. College senior jumper – navy f. College senior vest – navy 7. College blazer – navy
<p>Sport Uniform</p> <p>Permitted on days when HPE or Sport is timetabled, or by invitation from staff only</p>	
<ul style="list-style-type: none"> 1. Lace up athletic runners (any colour or brand – must have non marking sole and arch support) 2. Plain white socks, above the ankle 3. Optional: Plain white base layer, sleeves not to be visible 4. Choice of: <ul style="list-style-type: none"> a. College short sleeve polo – primary b. College long sleeve polo – primary 5. Choice of: <ul style="list-style-type: none"> a. Fleece track pants – navy b. Shorts – navy c. Skort – navy 6. College soft shell jacket (same as formal) 	<ul style="list-style-type: none"> 1. Lace up athletic runners (any colour or brand – must have non marking sole and arch support) 2. Plain white socks, above the ankle 3. Optional: Plain white base layer, sleeves not to be visible 4. Choice of: <ul style="list-style-type: none"> a. College short sleeve polo – primary b. College long sleeve polo – primary 5. Choice of: <ul style="list-style-type: none"> a. Fleece track pants – navy b. Shorts – navy 6. College soft shell jacket (same as formal) 7. Optional: College rugby jumper

7. Optional: College rugby jumper	
Accessories	
Please note that where a College Uniform accessory is available, alternatives are not permitted	
<ol style="list-style-type: none"> 1. College bucket hat – compulsory terms 1 & 4 2. College beanie – optional, terms 2 & 3 only 3. College scarf – optional 4. College school bag – small or large size – navy 5. Optional: Hijab/Head Scarf – plain navy or white 6. Optional: Hair tie/ribbon – plain navy or white 	<ol style="list-style-type: none"> 1. College Tie – compulsory terms 2&3 2. College bucket hat – compulsory terms 1 & 4 3. College beanie – optional, terms 2 & 3 only 4. College scarf – optional 5. College school bag – small or large size – navy 6. Optional: Hijab/Head Scarf – plain navy or white 7. Optional: Hair tie/ribbon – plain navy or white

APPENDIX 2: APPLICATION FOR STUDENT DRESS CODE EXEMPTION

The Altona College dress code has been developed by Altona College's 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.

The Student Dress Code aims to:

- foster a sense of community and belonging and encourages students to develop pride in their appearance
- support Altona College's commitment to ensuring that our students feel equal and are dressed safely and appropriately for school activities.
- reduce student competition on the basis of clothing
- enhance the profile and identity of the school and its students within the wider community.
- enhance student safety by allowing efficient identification of students and/or members of the public, both in and out of the College grounds

The School Council has developed a dress code that we believe provides a range of choices for students and is cost effective for families.

Exemptions to student dress code

We recognise that there may be situations where the application of this dress code may affect students unequally.

Students and their parents or carers may apply in writing to the Principal for an exemption to this Student Dress Code if:

- an aspect of this code prevents the student from complying with a requirement of their religious, ethnic or cultural beliefs or background
- 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.
- the student or their parents/carers can demonstrate particular economic hardship that prevents them from complying with the dress code.

When the Principal receives a request for an exemption, they will:

- consider the grounds for the exemption request
- explain the process to the student and/or their parents/carers
- liaise with the uniform supplier to explore modification to compliant uniform garments where possible
- encourage the student and/or their parents/carers to support their application with evidence.

The Principal or delegate will then try to negotiate a resolution that is acceptable to all parties. If an exemption is not allowed, then written reasons will be provided to the student and/or their parents or carers. The Principal will then offer a written response to explain the outcome of the request for exemption.

APPLICATION FOR STUDENT DRESS CODE EXEMPTION

STUDENT DETAILS		
Student name		
Date of birth	Click or tap to enter a date.	Year level:
Home Address		
		Post Code:
Resides with:	<input type="checkbox"/> Both Parents - <input type="checkbox"/> Mother - <input type="checkbox"/> Father - <input type="checkbox"/> Other:	
Gender	<input type="checkbox"/> Male / <input type="checkbox"/> Female	Age in Years:

EXEMPTION REQUEST
Please outline which specific elements of the student dress code require an exemption.

REASON FOR EXEMPTION
Please select which of the following criteria this exemption applies to:
<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

DETAILS OF REASON FOR EXEMPTION
Please detail how the selected criteria applies to the student:

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:

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)

SUPPORTING EVIDENCE
Please identify which of the following evidence has been provided to support this request for modification or exemption
<input type="checkbox"/> A) Letter from an authorised/qualified expert or religious leader outlining religious, cultural or ethnic grounds for exemption. <input type="checkbox"/> B) Letter from treating specialist outlining diagnosis, treatment support strategies, suggested adjustments, and duration for exemption, recommended review date. <input type="checkbox"/> C) Confirmation from College business manager that after consultation, all appropriate options for financial assistance and support have been exhausted.
NOTES: <ol style="list-style-type: none"> 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

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:	
<input type="checkbox"/> 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 <input type="checkbox"/> 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 <input type="checkbox"/> 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.
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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:

Response to applicant provided in writing on Click or tap to enter a date.

Principal Signed:

Date: Click or tap to enter a date.