



Sacred Heart School Uniform Procedure

1. PURPOSE

The purpose of this procedure is to describe Sacred Heart School's approach to implementing the Sacred Heart School Uniform Policy. This procedure must be read in conjunction with *BCE Uniform Policy*.

2. RESPONSIBILITIES

2.1 General requirements

Dress Standards:

The following specific regulations must be followed to ensure a high standard of dress:

- Students must wear the school uniform in the appropriate manner at all times.
- The formal school uniform must be worn on the days it is required. This includes wearing the designated 'formal school hat'.
- The sports uniform may be worn on designated days. The reversible house bucket hats may be worn with the sports uniform only.
- The school logo is the only logo to appear on the school uniform.
- Students without approved hats will be restricted to designated shaded areas.

All Sacred Heart School uniforms are available for purchase through UMS – either on-line or through the shop 4/87 Brisbane Street, Ipswich.

Jewellery:

- Make-up, hair colour, nail polish and temporary tattoos do not form part of Sacred Heart School's uniform.
- Unacceptable jewellery will be removed by staff and returned at an appropriate time.
- A chain with a medallion of religious significance may be worn in consultation with the Principal (or delegate), who has final discretion.
- A single, plain Gold or Silver flat stud (up to 5mm) or sleeper (up to 1.5cm) per ear.
- A watch may be worn. Smart watches, capable of contacting home or taking pictures is not permitted, and like a phone should be handed in at the office and collected at the end of the day.

Appearance Standards:

Sacred Heart School does not accept inappropriate styles that draw attention to the individual, which is the underlying regulation regarding hair at Sacred Heart. Such hairstyles are deemed extreme and unacceptable.

The following specific regulations must be followed to ensure the above statement is maintained.

- Blade 2 length is the shortest length acceptable for 'all over' and 'undercuts'.



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- Hairstyles that draw attention to the student include but are not limited to buzz cuts, dreadlocks, mullet, mohawks, bowl cuts, tracks, tails, etc. These are not acceptable in any form. The Principal (or delegate) has final discretion.



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- Students with shoulder-length hair or longer are to wear it tied back with modest accessories such as ribbons/scrunchies that reflect the school colours.
- In the case of undercuts, the hair on top must be kept short and tidy. If it is long enough that it requires it to be tied back or in a bun (i.e., covering ears and eyebrows), it is deemed 'extreme' and is not acceptable.
- It is a requirement that hair has no artificial colour, styling or product application that draws attention to the students. Streaks/tips are not permitted.

2.2 Roles and responsibilities

Role	Responsibilities
School	<ul style="list-style-type: none">Monitor the students to ensure they are in the correct uniform and also wearing it appropriately.Seek clarification from students who are not in the correct uniform in the form of a parent note.Issue students an 'out of uniform' if a parent has not provided a written explanation for the wearing of the incorrect item.Contact parents in the event of non-compliance with any responsibilities within this Sacred Heart School Uniform Policy or Procedure.Lead the review of school uniform alterations.Lead consultation during a review of school uniform requirements.Oversee contract negotiations with school uniform suppliers.Inform parents and carers of local school uniform requirements and carefully consider parent and carer concerns and requests for exemptions.Provide assistance to families in need.Provide parents with access to secondhand uniforms (if available).
Parents, Carers and Guardians	<ul style="list-style-type: none">Send their children to school in the full school uniform.Ensure their children present themselves in appropriate school uniform and communicate any difficulties with the school.Provide an explanation/reason for their child being out of uniform, indicating a time frame for the problem to be rectified.Ensure their children are adhering to both the Dress and Appearance standards outlined aboveClearly label their children's uniform with their name. Embroidery is to be discrete.
Student	<ul style="list-style-type: none">Wear a school uniform that meets the school's uniform requirements.



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3. PROCEDURE

Girls	Boys
Formal Uniform <ul style="list-style-type: none">Green check uniform – either dress or skorts with green check blouseWhite socks; short socks above the ankle.Traditional black fully enclosed leather lace-up shoes (velcro for Early Years).Bottle green hat with school logo.Bottle green zip-up jacket with school logo.School coloured ribbons, scrunchies, bun covers or headbands for hair.	Formal Uniform <ul style="list-style-type: none">Grey dress shorts (non-cargo style).Blue school shirt.Grey knee high socks with red, gold and green stripes.Traditional black fully enclosed leather lace-up shoes (velcro for Early Years).Bottle green hat with school logo.Bottle green zip-up jacket with school logo.School coloured hairbands for long hair.Bottle green hat with school logo.
Optional Winter Uniform <ul style="list-style-type: none">Bottle green tights may be worn under the check dress.Green track pants may be worn with Sports Shirt (Sports days).V-neck fleece jumper with Sacred Heart Emblem.	Optional Winter Uniform <ul style="list-style-type: none">Long grey school slacks.Green track pants may be worn with Sports Shirt (Sports days).V-neck fleece jumper with Sacred Heart Emblem.
Sports Uniform <ul style="list-style-type: none">Bottle green skort or green shorts.Gold and green shirt with Sacred Heart collar and emblem.Short white Sacred Heart socks (above ankles).White sandshoes or mostly white joggers and white laces.Bottle green hat with school logo.Coloured house shirts are available to be worn on Fridays (but not to be worn to outside school events).Reversible house bucket hats.	Sports Uniform <ul style="list-style-type: none">Bottle green shorts.Gold and green shirt with Sacred Heart collar and emblem.Short white Sacred Heart socks (above ankles).White sandshoes or mostly white joggers and white laces.Bottle green hat with school logo.Coloured house shirts are available to be worn on Fridays (but not to be worn to outside school events).Reversible house bucket hats.
Optional: <ul style="list-style-type: none">School badge – can be worn with school uniform.Leadership badgesColoured house shirts are available to be worn on Fridays other nominated days, e.g., Cross Country and Swimming Carnivals	
Prep Uniform – Boys and Girls <ul style="list-style-type: none">Bottle green shorts or skorts.Bottle Green Prep shirt with yellow collar.White sandshoes or mostly white joggers, preferably with velcro.Short white Sacred Heart socks (above ankles).	



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- Reversible house bucket hats.
- Coloured house shirts are available to be worn on Fridays other nominated days, e.g., Cross Country and Swimming Carnivals.

Purchasing Uniform

All Sacred Heart School uniforms are available for purchase at UMS – either on-line or through the shop 4/87 Brisbane Street, Ipswich.

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4. PERFORMANCE

This procedure will be monitored as required or every four (4 years).