

STUDENT UNIFORM AND DRESS CODE POLICY

Help for non-English speakers

SCOPE

Principles

Keysborough Secondary College students are encouraged to take pride in their school uniform. All students are to wear their school uniform correctly and consistently.

Compulsary Uniform Items

The full list of Keysborough Secondary College's compulsory uniform items is available in Appendix A of this policy.

Uniform Rules

All items must be official college uniform from [Belgravia Apparel Dandenong](#) located at 8/169 Cheltenham Rd Dandenong VIC 3175 or supplied through the school (except for shoes, socks, sport shorts, leggings, track pants, skins, socks and tights).

Uniform rules apply:

- o at school
- o travelling to or from school
- o participating in school activities
- o when attending school activities

Uniforms must always be worn as outlined in the rules, be neat and tidy, and be kept in a good state of repair.

Pants/trousers must not touch the ground.

Shorts are not to be turned up to create cuffs.

Dresses, shorts and skirts hemline no shorter than mid-thigh.

Infringements will be treated as an 'Out of Uniform' issue.

Non uniform jackets, jumpers and hoodies are not permitted; however, a rain jacket can be worn to and from school when the weather is wet.

Plain black scarves and black gloves can be worn. They are not to be worn inside the classrooms unless an exemption is granted by the principal or their nominee.

Black caps/bucket hats without any advertising or sponsorship logos can be worn during Phys Ed/Sport lessons and outside during recess and lunch times. Caps/bucket hats must be placed in lockers during class times.

Any clothing worn under the uniform to provide extra warmth must not be visible.

Plain wrap-around style sunglasses can be worn for outdoor activities and at recess and lunchtime. They must not be worn indoors.

Students must wear items from either the Academic uniform lists or Sport uniform lists. Combining items from these two lists will be interpreted as being out of uniform.

Academic uniform items

Purchase from the college uniform supplier [Belgravia Apparel Dandenong](#) or as second-hand items through the College, exceptions to this are marked as "any store."

- V Neck Jumper (Purple)
- Summer dress
- Short Sleeve shirt
- Long Sleeve shirt
- Box Pleat Skirt
- Black shorts
- Black pants
- Trousers
- Blazer (Years 10, 11 and 12)
- Tie (when wearing a white shirt)
- Black or white socks (no logos – any store)
- Black tights (no logos – any store)
- Black lace-up shoes

Additional items that can be worn with the Academic uniform items are listed below under Universal uniform items and Optional academic uniform items.

Physical education/sport uniform items

Purchase from the college uniform supplier [Belgravia Apparel Dandenong](#), or as second-hand items through the college, exceptions to this are marked as "any store." The wearing of Phys Ed/Sport Uniform is compulsory for Sport &

PE, but families can choose the items they wish to purchase. It is not compulsory to purchase all items. (See Appendix A for garment designs)

Phys Ed Shorts (Plain Black). Logo no bigger than a 20c coin is acceptable (uniform supplier or any store)

Phys Ed Polo Shirt - Sublimation Design

Black or white socks (no logos – any store)

Sport shoes - Appropriate runners/track shoes

Track top (unisex)

Track pants (unisex)

Active fit track pants (unisex)

The Keysborough Secondary College academic and sports uniform does NOT include 'Booty Shorts', 'Hot Pants' or dance-wear shorts. These items are NOT to be worn at Keysborough Secondary College.

Students may wear their sports uniform to school if they have a Phys Ed/Sport class during the day, or if directed by the Campus Assistant Principal or the Year Level Leader. At Years 11 and 12 students are NOT to wear Phys Ed/Sport uniform to school, even if they have a Phys Ed/Sport class during the day.

Universal Uniform Items

Additional items that can be worn with the Physical education/sport uniform items are listed below under Universal uniform items. Optional physical education/sport uniform items and Optional academic uniform items.

Universal Items can be worn with either the PE uniform or Academic uniform

Stretch Microfibre shorts (Plain black)

Makeup and nails

Disciplinary Outcomes

Uniform rules will be enforced by all Keysborough Secondary College Staff. Students are to follow the instructions without argument. Students who infringe the Uniform Policy will receive a graded series of consequences:

- Discussion concerning the reasons why the student is out of uniform.

- Verbal warning will be given to the student.

- If a student is out of Uniform for a number of days, parents/ guardians will be notified. If the student continues to remain out of Uniform, including with a note from home, parents/ guardians will be contacted by the Home Group teacher, Year Level Leader or Assistant Principal to discuss concerns.

- Lunchtime detention issued.

- After school detention issued. Contact will be made with parents/guardians.

- Students may be removed from class at the Year Level Leader or Campus Assistant Principal's discretion.

- Additionally, this may lead to parent contact to include being sent home and additional parent and support meetings arranged.

- Suspension, for continued and deliberate Uniform breaches.

Exemption Requests

Individual exemption requests

Students and their parents/carers may apply either in writing or in person to the College Principal or Campus Assistant Principal for an exemption to the Student Dress Code and Uniform Policy 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 policy

- the student or their parents/carers can demonstrate sustained economic hardship that prevents them from complying with the policy. In this circumstance, the college will assist with providing the required uniform items.

When the Campus Assistant Principal or College Principal receives a request for an exemption, they will:

- explain the process to the student and/or their parents/carers

- encourage the student and/or their parents/carers to support their application with evidence.

- consider the grounds for the exemption request

- provide a timeline for a decision on the exemption request

The Campus Assistant Principal or College Principal will try to negotiate a resolution that is acceptable to all parties. If an exemption is not granted, a written rationale will be provided to the student and/or their parents or carers.

Group exemption requests

Teachers, school leadership and student voice may apply to the Keysborough Secondary College Council in writing requesting an exemption. Applications must be submitted when an additional or alternative uniform item is proposed for use by a group of students. The application must include a description and graphic of the proposed item, the purpose of the item, and an indication of the duration over which the proposed item will be worn. Approval from Keysborough Secondary College Council must be given before the item can be worn.

Such items include:

- Year 12 jackets

- Custom camp, event, or alternative sport uniforms

- Club, interest, or activity related apparel

- International or interstate travel

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

- schedule the request to be discussed at the next available Keysborough Secondary College Council meeting

- consider the grounds for the exemption request and if necessary, request variations and get clarification if required

- vote on whether the request should be granted

- provide a decision on the request

If an exemption is not granted, a written rationale will be provided to the requestor.

Casual dress day student dress code

See APPENDIX C: Casual Dress Day Student Dress Code

FURTHER INFORMATION AND RESOURCES

Department of Education and Training School Policy Advisory Guide:

[Student Dress Code](#)

[Student Engagement policies and guidelines](#)

SunSmart Policy

Complaints Policy

Student Wellbeing and Engagement Policy

[SunSmart Victoria](#)

COMMUNICATION

This policy will be communicated to our College community in the following ways:

SPORT UNIFORM

				
Polo Shirt	Sports Shorts	Track Top	Active Track Pants	Sport Shoes - runners/track shoes (any store)



APPENDIX B – FACIAL PIERCINGS AGREEMENT FORM

FACIAL PIERCINGS
PARENT/GUARDIAN AND STUDENT AGREEMENT FORM

This form must be completed for all students with facial piercings.

Student Name:	
Home Group:	
Location of facial piercings:	1. 2.

Note: The College accepts no responsibility in the event of an injury resulting from the piercing/s being worn. Students who do not have signed parental/guardian consent will not be permitted to wear piercing/s whilst at school.

Parent/Guardian Permission:

I give permission for _____ to have the facial piercings listed above.

I have discussed the College requirements regarding facial piercings as outlined in the Keysborough Secondary College Student Dress Code and Uniform Policy with my child and agree to adhere to the requirements.

Student:

I agree to adhere to the College requirements regarding facial piercings as outlined in the Keysborough Secondary College Student Dress Code and Uniform Policy.

Students over 18 years of age or older must still sign the student section.

APPENDIX C – CASUAL DRESS DAY STUDENT DRESS CODE

Rationale

To ensure all students are always dressed appropriately and to provide a framework for management of the student dress code on Casual Dress days.

Application

This dress code:

- Will be applied to all students enrolled at Keysborough Secondary College.
- Will allow freedom of expression without disregarding College policy and expectations.
- Will be well publicised and clearly explained to all students and their parents/guardians.

Implementation

Briefing all staff to make everyone is aware of the of student dress code for Casual Dress days.
Information to be included in college newsletters regularly, especially before a Casual Dress day, to allow parents/guardians to become familiar with the dress requirements.

Rules and Principles

Keysborough Secondary College students are encouraged to take pride in their appearance and present in clean well-maintained garments.

While attending school or related events during casual dress day, students are expected to maintain the standards documented in the Keysborough Secondary College Student Dress Code and Uniform Policy relating to hair, jewellery, and cosmetics, including:

- Natural coloured hair and nails
- Natural coloured make-