

STUDENT UNIFORM

&

DRESS CODE POLICY

Introduction

To facilitate effective teaching and learning at Hammersmith Academy there is a strict code of conduct with respect to uniform and office dress for both staff and students. Establishing and maintaining high expectations of appearance for staff and students is essential to supporting the ethos of a professional, business orientated educational environment. This policy is approved by the Academy Full Governing Board.

In our diverse community, some of our students follow religious guidance on aspects of appropriate clothing. Hammersmith Academy is sensitive to the requirements of specific items of dress code required by religious beliefs.

We ask for your support and co-operation to help keep the standards of students' uniform as high as possible.

Key stage 3/4

Students in Key Stage 3 and Key Stage 4 should wear the prescribed uniform at all times. Sixth Form students do not wear the prescribed uniform but should wear clothing appropriate for the business world or office environment. (Specific details are outlined in section 4). If you do not conform, your parents will be asked to collect you immediately and you will not be allowed to return to the Academy until the issue is resolved

Members of the general public make judgements about Hammersmith Academy based upon standards of academic achievement, behaviour and uniform. All **students are expected to wear full uniform when being transported to and from the Academy**. Students are expected to take pride in their appearance and this should be replicated in the way uniform is worn. It is essential that all students take their ambassadorial role for the Academy seriously at all times.

Judgements about acceptability can only be made by Hammersmith Academy Staff.

2.1 Jewellery

Earrings, rings, nose studs, body, tongue and eyebrow piercing and related jewellery are not allowed.

Apart from one plain metal stud (which should be no larger than 4mm in diameter) for pierced ears and a watch, no other jewellery should be visible. Ear bars are not acceptable

2.2 Hair style

Hair must be worn in a style appropriate to a business environment (plaited or in a ponytail if hair is longer than mid back including hair extensions).

No extreme hair style (including totally, partially shaved, skin fades or decorated scalps. Hair should not be shorter than a Grade 2).

Partially shaved eyebrows or lines are not acceptable

Extreme hair colouring including dip dye is not acceptable (coloured hair should represent a natural colour)

Plain and sensible hair accessories in black, navy blue, or grey.

Head scarfs should be black, or navy blue, or grey

2.3 Make-Up and nail polish

Key Stage 3 (Years 7 & 8) – Not to be worn

Key Stage 4 (Years 9, 10 & 11) – Not to be worn

Key Stage 5 (6.1 and 6.2) – Appropriate make up for the office environment

No make-up or nail polish is permitted for KS3 and KS4 students. Acrylic nails or false nails are not acceptable.

Coloured contact lenses are not permitted.

2.4 Trousers and Skirts

No variation of the trouser, or skirt styles is acceptable including pleated skirts.

Skirts should not be more than just beyond the knee in length

2.5 Shoes

Plain black leather shoes must be worn. These must be closed toe and not made of canvas or suede. Lace up shoes are permitted.

2.6 Bags and Coats

All HA students will use the Academy bag and HA branded PE kit bag.

Coats must be a dark colour and plain with no logos or branding. Hoodies should not be worn on the way to or from the Academy

All hats, scarfs, gloves and headphone must be removed before entering the Academy building

3. Uniform for Key Stage 3 and Key Stage 4 Students

3.1 Male Uniform

- Academy tie (provided by the Academy)
- White shirt
- Academy Grey trousers
- Academy suit jacket with Academy logo on breast pocket
- Academy burgundy tank top
- Black socks
- Black plain shoes of a sensible design.
(Pumps, training shoes and boots are not allowed.)
- Academy bag (Large enough to carry two A4 folders)
- Black belt (advised)

3.2 Female Uniform

- Academy tie (provided by Academy)
- White blouse
- Academy suit skirt – beyond the knee OR Academy grey trousers
- Academy suit jacket with Academy logo on breast pocket

- Academy burgundy tank top
- Black or dark grey knee-length socks or black/dark grey tights
- Black plain shoes of a sensible design with heels no higher than 5 cm, not stiletto or kitten style. (Pumps, training shoes and boots are not allowed.)
- Academy bag (Large enough to carry two A4 folders)

All students are encouraged to take a pride in their personal appearance. The Senior Leadership Team reserve the right to take appropriate action to ensure all students wear the correct uniform in a way that enhances the reputation and reinforces the ethos of Hammersmith Academy. Judgements about acceptability can only be made by Hammersmith Academy Staff. **Parents are asked to clearly label all items of clothing with their child's name.**

4. Dress Code for Sixth Form

All students are to wear clothing that would be appropriate for the business world or office environment, including a suit or formal jacket.

4.1 Male Dress Code

- Name badge (provided by the Academy)
- Smart suit/jacket and trousers
- Collared shirt and tie
- Footwear
Smart formal shoes should be worn. These must be closed toe and not made of canvas. Lace up shoes are permitted (Pumps, training shoes, shoes and boots with deep tread soles or reflective design are not allowed.)
- Jewellery
Facial and tongue piercings and related jewellery are not allowed. However, Sixth Form students may wear jewellery that conforms to Health and Safety regulations
- Hair style
Brightly coloured hair dyes and totally shaved or decorated scalps are unacceptable for the Academy.
Partially shaved eyebrows or lines are not acceptable

4.2 Female Dress Code

- Name badge (provided by the Academy)
- Formal jacket and skirt OR formal jacket and smart trousers
- Blouse (not low cut)
- Jeans (including black jeans) leggings, hoodies and other informal wear are not acceptable to meet the professional standards
- Jilbabs or Burkas are not to be worn (Hijab are allowed, if they are a neutral colour and not patterned)
- Smart sensible shoes (Heels no higher than 5 cm and not of a kitten or stiletto
Pumps, training shoes, shoes and boots with deep tread soles or reflective design are not allowed.)
- Jewellery
Facial and tongue piercings and related jewellery are not allowed. However, Sixth Form students may wear jewellery that conforms to Health and Safety regulation
- Hair style
Brightly coloured hair dyes and totally shaved or decorated scalps are unacceptable for the Academy.

Partially shaved eyebrows or lines are not acceptable

Students are not permitted to wear denim jackets, baseball hats, cropped tops or hooded sweatshirts. **Parents are asked to clearly label all items of clothing with their child's name.**

All Sixth Form students are encouraged to take a pride in their personal appearance. The Senior Leadership Team reserve the right to take appropriate action to ensure all students dress appropriately to enhance the reputation and reinforce the ethos of Hammersmith Academy.

5. Sports Kit for ALL Students

5.1 Male & Female Kit

- Academy multi-sport top
- Academy Fitness T-shirt
- Academy Shorts
- Academy Sport Socks
- Academy Tracksuit with badge
- Non marking soled training shoes
- Towel
- Academy sport bag

We recommend that for hockey and other contact sports, students should use shin pads and a mouth guard to comply with Health and Safety advice. These are available from most sports shops.

Students involved in physical activities are required to wear Academy PE clothing.

Appendix 1 - Hot and cold weather

Students are expected to wear the full school uniform at all times. The head teacher and SLT regularly review uniform standards and expectations. This includes consideration of the weather.

The academy benefits from a biomechanical system (BMS) that regulates temperatures within the academy building using air-conditioned units as well as internal and external air flow vents. We aim at all times to keep temperatures between 21.0C and 22.0C, which is monitored regularly by the facilities team.

The Workplace Regulations and accompanying HSC Approved Code of Practice require that all reasonable steps are taken to achieve a reasonably comfortable temperature. HA takes all reasonable steps to achieve a reasonable and comfortable temperature for students and staff to work in. Further, where necessary, special ventilation measures will be actioned. At Hammersmith Academy, we, at all times, aim to consider the students and staff well-being and monitor the environment closely.

Appendix 2 - Summer term protocol

The British weather can be variable. During the **second half of summer term** (1st June – end of July), the academy tank top will be **optional**. Students should continue to wear their academy jackets and ties as per usual. All ties should be tied and be of **at least 5 buttons in length** from the top collar button. This will ensure the professional look is maintained. All

shirts must be tucked in and jackets worn unless otherwise directed (see hot weather permissions).

Appendix 3

Extreme hot weather

In the event of hot weather, the academy will take a view of the level of heat. As is standard practice, students are informed at line-up if they have permission to remove their suit jacket and carry it around the academy (They have permission to remove their jackets within the classroom at any time in the year). Jackets are expected to be worn around the Academy at all other times.

In the event of **hot weather (25C+)**, students will be informed that they may remove their tank tops and place them in their bags. The academy will inform students on a daily basis of permission to do this outside of the summer term protocols.

Where the extreme hot weather is likely to persist over an extended period, then we will inform both students and parents. Further, students are expected to carry their own personal water bottle to aid remaining cool and hydrated throughout the school day. Water fountains are provided internally and externally within the academy grounds.

Extreme Cold weather

In the event of extremely cold weather, students are encouraged to wear a high quality and warm coat to the academy and appropriate accessories e.g. gloves and hats. The BMS system will ensure the building is warm enough for learning (to at least the standard recommendation of 18.0C). In the unlikely event, the BMS system cannot support this; consideration will be given to closing the school and students being sent home after communication with parents.

Failure to adhere to all points in the policy may result in a sanction. Continual failure to meet the professional standards set out could result in the student being removed from the Academy.