



# Dress Code Policy

## Truganina College

This policy reflects the DET *School Policy Advisory Guide* including school community consultation.

### PURPOSE

The purpose of the Dress Code Policy is to outline Truganina College's requirements for student dress and appearance and to provide information about uniform purchase and support, dress code implementation and exemption processes. The policy also outlines expectations for staff in adhering to Department guidelines and modelling appropriate dress for students.

This dress code has been developed by Truganina College's School Council in close consultation with our College 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 Truganina College's commitment to ensuring that our students feel equal and are dressed safely and appropriately for College activities.
- Enhance the profile and identity of the College and its students within the wider community.

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

This policy applies to all students and their families. 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 AND APPEARANCE

The full list of Truganina College's compulsory school uniform items are available at Appendix A to this policy.

School Name: Truganina College	Policy name: Uniform and Dress Code Policy	Approved by School Council date 05/25/2020 [Month, Day, Year]	Policy Ref. Number: Student Welfare 3.1 (a) (i) 6.
Owner: C.Pugh [AUTHOR]	Approved by: J.Crowle [APPROVER]	Review date: January 2021	Version 1.0 Page 1 of 6

### **General appearance**

While at school, travelling to or from school or participating in school activities, Truganina 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.
- Additional layers of clothing may be worn underneath the uniform for added warmth, provided these undergarments are a neutral colour, with no hoods.

### **Jewellery and cosmetics**

Students are not permitted to wear decorative jewellery to school. Stud earrings and sleepers worn in the ears, and watches, are the only acceptable jewellery.

Cosmetics may not be worn at school. Only clear nail polish is permitted.

### **Hair Styles/Colours:**

Extreme hair colours (eg: green, pink or purple rinses or dyes) and/or extreme hairstyles (eg: spikes or mohawks) are not permitted. It is expected that shoulder length or longer (worn by all students of any gender), for safety and health reasons, is tied back using school colours (Navy/White).

### **Sun safety**

School uniform hats must be worn outside during Term 1 and Term 4 of the school year. School uniform hats may also be worn outside of this time period, by parent or student choice.

Hats are not to be worn inside.

Students are permitted to wear sunglasses during outdoor activities. Sunglasses should be close-fitting, wrap-around that meet the Australian Standards 1067 and cover as much of the eye area as possible.

## **PURCHASE OF UNIFORMS**

Uniform items can be purchased directly from Noone Image wear.

Noone Image wear: 54 Old Geelong Rd, Hoppers Crossing VIC 3029 or via <https://www.noone.com.au/>

School Name: Truganina College	Policy name: Uniform and Dress Code Policy	Approved by School Council date 05/25/2020 [Month, Day, Year]	Policy Ref. Number: Student Welfare 3.1 (a) (i) 6.	
Owner: C.Pugh [AUTHOR]	Approved by: J.Crowle [APPROVER]	Review date: January 2021	Version 1.0	Page 2 of 6

## **Support for families experiencing difficulty**

Please contact Truganina College administration 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/>

Truganina College also has limited uniform available to families to borrow upon request.

## **IMPLEMENTATION**

Truganina 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.

### **Guidelines**

The following school guidelines apply:

1. Students are expected to wear our school uniform in school colours, as specified.
2. The uniform should be comfortable and facilitate free movement.
3. Families may donate uniform items in good condition for donation.
4. Families may purchase clothing items that are not required to have the school logo from elsewhere (such as shorts and tracksuit pants), so long as the alternative item is identical in colour to the school provided garments.
5. Families of new students to our school are made aware of our uniform policy.
6. All clothing should be labelled with the student's name to facilitate prompt return of lost items. Any unlabelled items of clothing will be put in the lost property box. Unclaimed items will be removed at the end of each term.
7. If the School Council makes a change to the dress code, students can continue to wear old uniform items for up to two years after the change. (Date of changeover needs to be publicised.)

### **Camps and Casual Dress Days**

1. On camps, excursions or non-uniform days, students will observe SunSmart policy requirements for wearing appropriate SunSmart head wear and clothing outside during SunSmart periods.
2. T-shirts and other clothing featuring offensive language or graphics will not be worn at school or on camps.
3. Singlets and tank tops are not to be worn at any time.
4. For safety reasons, thongs, open toed shoes, slip on shoes or heeled shoes are not to be worn on camps or excursions.

Students wearing non-compliant uniform items may be asked to change into a compliant item of clothing provided by the College.

School Name: Truganina College	Policy name: Uniform and Dress Code Policy	Approved by School Council date 05/25/2020 [Month, Day, Year]	Policy Ref. Number: Student Welfare 3.1 (a) (i) 6.
Owner: C.Pugh [AUTHOR]	Approved by: J.Crowle [APPROVER]	Review date: January 2021	Version 1.0 Page 3 of 6

If a student is out of school uniform or otherwise breaches the Student Dress Code on a recurring basis, a note will be provided to the student and families by the classroom teacher. If non-compliance with the dress code becomes a continued occurrence, the Principal or delegate will be informed and a phone call home may be required. In this event, the school will continue to work with the student and family to support compliance.

Measures taken by Truganina College to address concerns about student non-compliance with the Student Dress Code will also be addressed in accordance with our Student Wellbeing and Engagement Policy and differentiated according to age and stage. Non-compliance with the Student Dress Code will be managed as per the disciplinary measures outlined in the Truganina College Student Wellbeing and Engagement Policy and may include:

- Restorative approach (e.g. working with the family to make improvements)
- Withdrawal of privileges
- Unable to attend specific class activities (such as assemblies, incursions and excursions) for a specified period. Where appropriate, families will be informed of such consequences
- Detention

#### 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 families may apply either in writing or in person 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
- The student or their families 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 families.
- Encourage the student and/or their families to support their application with evidence.

School Name: Truganina College	Policy name: Uniform and Dress Code Policy	Approved by School Council date 05/25/2020 [Month, Day, Year]	Policy Ref. Number: Student Welfare 3.1 (a) (i) 6.
Owner: C.Pugh [AUTHOR]	Approved by: J.Crowle [APPROVER]	Review date: January 2021	Version 1.0 Page 4 of 6

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 families.

Further information surrounding Dress Code Exemptions can be found at the following at:

<https://www.education.vic.gov.au/school/principals/spag/management/Pages/exemptions.aspx>

### CONCERNS ABOUT THIS STUDENT DRESS CODE

Truganina College welcomes feedback from the school community in relation to this Student Dress Code. 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 *Complaints Policy*, available on the Truganina College website.

### STAFF DRESS CODE

*Ministerial Order 1038 – Teaching Service (Employment Conditions, Salaries, Allowances, Selection and Conduct)* applies to all school based staff members employed by the Department (including principals, assistant principals, teachers, education support staff and paraprofessionals) and requires that:

"Whilst on duty, an employee's dress and appearance should be neat, clean and appropriate to the employee's duties." (Clause 11.1.3)

At Truganina College we expect that staff model the same requirements of students by wearing:

- smart casual professional attire (no denim)
- items of clothing that cover the shoulders
- appropriate length shorts and skirts
- appropriate footwear for the duties they are performing
- sunsmart hats while outside in Term 1 and Term 4.

### FURTHER INFORMATION AND RESOURCES

- Truganina College Student Wellbeing and Engagement Policy
- Truganina College Complaints Policy
- Department of Education and Training [Student Dress Code](#)
- Department of Education and Training [Student Engagement policies and guidelines](#).

### REVIEW CYCLE

This Student Dress Code was last approved by School Council on 25 May 2020 and is scheduled for review annually.

School Name: Truganina College	Policy name: Uniform and Dress Code Policy	Approved by School Council date 05/25/2020 [Month, Day, Year]	Policy Ref. Number: Student Welfare 3.1 (a) (i) 6.
Owner: C.Pugh [AUTHOR]	Approved by: J.Crowle [APPROVER]	Review date: January 2021	Version 1.0
			Page 5 of 6

## APPENDIX A: TRUGANINA COLLEGE UNIFORM ITEMS

### Foundation – Year 6

The following items may be worn all year round unless indicated:

#### Shoes

Black leather school shoes or black runners

#### Bootleg Pants

Navy (full elastic waist)

#### Windcheater

Navy with school logo

#### Skort

Navy

#### Polar Fleece Jacket

Navy with school logo

#### Socks or Tights/Stockings

White socks

Navy blue tights/stockings

#### Shirt Short Sleeve

Blue with school logo

#### Footwear

Appropriate footwear is to be worn. Black leather school shoes or black runners.

#### Shirt Long Sleeve

Blue with school logo

#### Thick Rain Jacket

Navy blue with school logo

#### Polo Top Short Sleeve

Pale Blue with school logo

#### Thin Rain Jacket

Navy with school logo

#### Polo Top Long Sleeve

Pale Blue with school logo

#### Shorts

Navy (full elastic waist)

#### School Bucket Hat

Navy with logo

#### Trousers

Navy (full elastic waist)

#### Headwear

Navy blue, or white head bands, hair ribbons, "scrunchies" or headwear worn as part of cultural/religious beliefs. Elastic Bands used to tie up hair may be worn in any colour.

#### Tunic (to be worn terms 2 and 3)

Navy patterned

#### Shoes

Black leather school shoes or black runners

### Sunsmart Hats – to be worn during Term 1 and Term 4

Navy bucket hat with Truganina College logo or without decoration or brand name.

School Name: Truganina College	Policy name: Uniform and Dress Code Policy	Approved by School Council date 05/25/2020 [Month, Day, Year]	Policy Ref. Number: Student Welfare 3.1 (a) (i) 6.	
Owner: C.Pugh [AUTHOR]	Approved by: J.Crowle [APPROVER]	Review date: January 2021	Version 1.0	Page 6 of 6

## Year 7-9

### **Blazer**

Navy with Royal/Orange/White piping on coat edge and school logo

### **Pullover**

Royal with school logo

### **Summer Dress (to be worn terms 1 and 4)**

Blue/White stripe

### **Shirt Short Sleeve**

Blue with school logo

### **Shirt Long Sleeve**

Blue with school logo

### **Winter Skirt (to be worn terms 2 and 3)**

Navy patterned

### **Shorts**

Grey

### **Trousers**

Grey

### **School Bucket Hat**

Navy with school logo

### **Shoes**

Black leather school shoes

## Year 7-9 Sport Sports Uniform

### **Rugby Top**

Royal/Orange/White rugby with school logo

### **Sports Polo Top**

Royal/Orange with school logo

### **Sports Tracksuit Pants**

Navy with school logo

### **Sports Shorts**

Navy

### **Shoes**

Running shoes (black preferred)

School Name: Truganina College	Policy name: Uniform and Dress Code Policy	Approved by School Council date 05/25/2020 [Month, Day, Year]	Policy Ref. Number: Student Welfare 3.1 (a) (i) 6.	
Owner: C.Pugh [AUTHOR]	Approved by: J.Crowle [APPROVER]	Review date: January 2021	Version 1.0	Page 7 of 6