



## PURPOSE

Koonung Secondary College has a strong culture of school uniform which is endorsed by the school council. The primary purpose of this Koonung Secondary College Policy is to provide clarity on the requirements/expectations regarding student appearance during college hours, while travelling to and from the College, and when students are engaged in college activities out of College hours. Further and more broadly, it seeks to:

- promote a sense of identity and pride amongst students, including in their appearance, and enhance the profile of the School and its students within the wider community
- ensure student appearance reflects broader Koonung community expectations, and enable cohesion and good order in the School
- ensure the dress code enables all students to participate fully in school life and to present themselves appropriately for a particular role
- ensure there is a balance between the rights of individual students and the best interests of the whole School community
- support a safe and inclusive environment so the Koonung community feels welcome, supported, physically and emotionally secure, and has a sense of belonging
- allow all students to feel equal no matter their background and regardless of personal characteristics, and to strengthen the spirit of community within the College
- prevent bullying and competition on the basis of clothing
- prepare students for possible future expectations of workplaces
- provide awareness within the entire Koonung community of the Policy contents.

## LEGISLATIVE BASES

- The authority for the School to develop and implement a dress code derives from a related Ministerial Order under the Education and Training Reform Act 2006.
- The Victorian Equal Opportunity Act 2010 (the VEA Act) requires that students are not discriminated against (directly or indirectly) on the grounds of personal characteristics such as age, disability, gender identity, physical features, race, religious belief, sex or sexual orientation.
- Section 42 of the VEA Act also provides for the School to set and enforce reasonable standards of dress and appearance for students, consistent with views taken from the School community when setting the standards. Enforcement of the Policy must also be consistent with the School's student engagement and inclusion arrangements as provided to all prospective students, parents and/or carers prior to School enrolment.
- Under the Victorian Charter of Human Rights and Responsibilities Act 2006, the School and its Council must act and make decisions consistent with human rights requirements.
- Section 26(1)(c) of the Education and Training Regulations 2017 provides that the School Principal may determine the consequences for a student breaching this Policy and any Ministerial Order in relation to student discipline. In this regard, the Principal must be satisfied that a student's failure to wear the uniform was because of the student's disobedience and the consequences must be reasonable.
- Other legislation informing this Policy includes the Education and Training Reform Act 2006 (Vic), the Racial and Religious Tolerance Act 2001 (Vic) and Federal/Commonwealth legislation including the Age

Discrimination Act 2004, the Disability Discrimination Act 1992, the Racial Discrimination Act 1975 and the Sex Discrimination Act 1984.

## CONSULTATION AND REFERENCES

- The Policy has been developed following extensive consultation within the School, and with the School Council and the broader School community.
- Wide consultation regarding the Student Behaviour Standards will occur regularly and through a variety of possible means, including the School Newsletter, student meetings, focus groups, information on the School website and School Council meetings.
- Such consultation processes will facilitate the opportunity for a comprehensive range of viewpoints to be expressed on all Policy related matters. In the decision-making processes there will be careful consideration of the information/views collected in the consultation processes.
- A range of reference resources, policy guidelines and good practice case studies have informed the content of the Policy, primarily from the Department of Education and Training (DET) website and relating to specific matters covered in the Policy.

## RELIGIOUS, CULTURAL, HUMAN RIGHTS AND ANTI-DISCRIMINATION REQUIREMENTS

- This Policy takes precedence over a student's individual preferences. As is required, Federal and Victorian human rights and anti-discrimination legislation, requirements and related policies have necessarily been considered.
- The Policy:
  - is respectful of the cultural norms of the School community and seeks to ensure that any gender specific requirements accord with School and community standards, and anti-discrimination legislation
  - is supported by strategies to assist families having difficulty meeting uniform costs.

## UNIFORM AND ASSOCIATED ARRANGEMENTS

### SUMMER UNIFORM:

Koonung regulation shorts (pleated and plain styles) **OR** trousers: Koonung regulation grey slacks.

Koonung regulation short-sleeved white shirt, with Koonung logo.

Koonung blue striped tie- optional in summer.

Koonung regulation gingham dress.

(Length of dress should be between knee length and no more than 6 cms above the knee)

Koonung pullover: blue-Middle School- years 7-9; maroon-Senior School- years 10-12.

Plain white socks (no logos), that reach mid-calf **if wearing shorts or dress**.

Black socks that reach mid-calf **if wearing long trousers**.

Koonung blue blazer, which **must be worn to and from school, as well as period 1**.

**Heat rule: the blazer is optional when predicted temperature is 25 or above (as per Bureau of Meteorology).**

Black **lace-up** leather, flat business shoes (Oxford style) **ONLY**.

Black suede shoes, T-bars, ballet shoes, soft leather shoes, skate shoes, shoes with zippers, slip-on shoes, boots and any kind of runners including black leather runners are unacceptable. Shoes like "Vans" do not meet our safety requirements and are **not** acceptable as school shoes.

### WINTER UNIFORM:

Koonung blue striped tie (optional).

Shirt: White long sleeved business shirt (**tucked in**) **OR** Koonung regulation JAC Short-sleeved white shirt, with Koonung logo. **OR** JILL long sleeved blouse

Koonung regulation pleated skirt.

Length of winter skirt should be between knee length and no more than 6 cms above the knee. Winter skirt can be worn with black tights or knee length black socks

Koonung regulation trousers or grey slacks /pullover/blazer socks/shoes: "see Summer uniform".

### **SPORTS UNIFORM: worn for PE, Sport Education and Sports Competitions.**

Shorts: Navy with Koonung logo in blue embroidery, in stretch microfiber.

Sports polo: Light blue with navy and white trim and the Koonung gold logo (microfiber).

Spray Jacket: Koonung sports spray jacket with Koonung logo (for PE/ Sport Ed classes, and all excursions where academic uniform is not worn). Can be worn over blazer to and from school only if raining.

Track pants: Cotton, navy with gold Koonung logo below zipped pocket.

Runners: Lace-ups with a non-marking sole; Socks-plain white that reach mid-calf.

Sports Cap/Hat: Koonung navy blue baseball cap, with 'est.1964' embroidered on the back or plain navy blue broad rimmed hat, not "bucket" style.

Sport Rugby top: Navy, light blue and white, with gold Koonung logo and 'Koonung' name embroidered in white.

**Note:** - The approved college sport uniform must be worn by students at every **practical** Physical Education (P.E.) and Sport Education class. Students may wear the college's regulation sport uniform to and from school on days which are designated for **practical** PE and Sport Education sessions in place of the academic uniform. Students who do not have the regulation PE uniform, must wear the college academic uniform and change at school for practical PE lessons. Koonung sport caps are compulsory items to be worn for PE. and Sport Education classes in Terms one and four.

### **ACCESSORIES**

Mouth guards: The purchase and wearing of mouth guards for PE and Sport is strongly recommended. Students should have these with them at all times for these activities.

It is preferred that studs/sleepers/jewellery not be worn for contact sport. At the very least they must be taped.

Lab Coat: White, poly cotton blend (for Science classes in Years 10-12, where required).

School Bag: Back Pack, with School crest in gold; Sports Bag: Sports bag – with School crest in gold.

Navy Blue or Black Scarf.

### **Year 12 Top**

Year 12 students may wear the approved year 12 jumper/ jacket as an alternative to the college blazer in terms 1 to 4. **Note:** the approved year 12 jumper/jacket is of a design chosen by student vote and is approved by the Uniform Committee.

### **VARIATIONS**

***There will be a two week changeover period at the beginning of Terms 2 and 4 to allow for weather variations, with confirmation of the changeover to be at the Principal's discretion. Note that students are not permitted to combine winter and summer uniforms.***

### **PLEASE NOTE**

Four small studs or plain sleepers in the ears may be worn. In addition, one stud discretely worn on the face, plus a watch worn on the wrist, are the only acceptable items of jewellery.

During Terms 2 and 3, students may wear plain black/blue gloves.

Hair style and colour is to be unremarkable (Extreme hair colours, e.g. green, pink or purple rinses, and/or extreme hairstyles, e.g. spikes or Mohawks, are not permitted).

Hair accessories e.g. head bands, to be blue, maroon, black or cream.

Any make-up or nail polish must be neutral and discrete.

Students are expected to keep a neat and tidy appearance at all times.

Students who are unable to be in complete uniform on any given day must bring a note to their appropriate sub school administrator explaining the reason. The uniform pass will be recorded on Compass and must be obtained prior to their first scheduled class for the school day.

The above uniform requirements are the only acceptable items of School clothing/footwear:

- a note from a parent/carer/guardian with a reason must be provided if a student is not in correct uniform and a 'uniform pass' must be issued if the reason is accepted

- each item of uniform must be clean and in good condition at all times
- shoes must be clean and polished
- each uniform item and the School bag must be clearly labelled with the OWNER'S NAME.

## DRESS CODE EXEMPTIONS

Grounds for exemption from the Dress Code (including legal grounds) do exist and exemptions may be granted - solely by the Principal.

The expectation is that the exemption process will seldom be used and only be necessary in exceptional circumstances, as the School Dress Code has been designed to accommodate the needs of all students. The following table describes the exemption process:

- Parent, carer or student approaches the Principal for an exemption.
- The Principal:
  - explains the exemption process to the applicant
  - encourages the applicant to support their case with evidence
  - considers the grounds for exemption
  - guarantees that issues of a personal nature revealed to substantiate the request will be strictly confidential.
- The Principal seeks to negotiate a resolution that:
  - is acceptable to all parties
  - grants a modification of the dress requirements rather than a complete exemption
  - grants assistance to allow compliance with the dress code without embarrassment or stigma (for example, when the exemption is sought for economic purposes)
  - may include conditions under which the exemption is allowed.
- The Principal grants an exemption or provides reasons in writing when an exemption is not granted.
- The Principal keeps a written record of all the decisions made and the reasons provided, in case a decision is questioned.

## Dress code financial and other support

The School provides support for students and/or their families who may have difficulty meeting the cost of uniform items. Contact is to be made with the Wellbeing Team for assistance.

The State Schools' Relief (SSR), an autonomous, charitable organisation, also provides assistance via the School Principal for students experiencing a short term difficulty and/or a long term chronic need with school clothing and footwear. The School is registered to use the SSR online application portal to obtain school clothing and footwear in these situations.

## Enforcement of the Dress Code

The School will enforce the dress code through consistent processes that support the maintenance of a positive School culture and clearly articulate School-wide expectations. Areas of concern will be addressed in a staged and escalating manner consistent with the School's Student Engagement and Wellbeing Policy.

Escalating sanctions may include:

- a 'friendly warning'
- written notice, including to a parent or carer
- detention
- withdrawal from College activities
- exclusion from School (suspensions or expulsions) in accordance with the obligations outlined under Ministerial Order 625, Student Engagement and Inclusion Guidance - Disciplinary Measures.

## Consequences for breaches:

1. Students who are unable to be in complete uniform on any given day must bring a note to their appropriate sub school administrator explaining the reason. A uniform pass should be obtained prior to their first scheduled class for the school day. There is also provision online, through Compass, for notes to be recorded by parents/ guardians.
2. If there is an ongoing uniform breach, the college will offer a one week period in which the parent/ guardian is required to provide the required uniform item/s.
3. Students will be allowed two warnings for being out of uniform without a note. If there is a third offence, the student will be required to attend an afterschool detention. Repeated failure to attend after school detentions will result in other consequences such as Community Service.
4. Students will not be permitted to participate in practical sessions for Science and Woodwork if the appropriate safety clothing is not worn.
5. If students attend the college dressed inappropriately, parents or guardians will be contacted and students may be required to remain at home until the dress code is adhered to. E.g. if hair is considered 'extreme' students will be asked to return home until the hair is considered 'unremarkable'.
6. If uniform items are not able to be provided by the student, alternative uniform may be given from the sub school administrators. Some items, such as school ties, may be provided on loan from the sub school team on a temporary basis.
7. If there is a need for support due to financial reasons, the wellbeing team may provide uniform items on a loan basis.
8. If extra earrings/ studs are worn, these will be removed and confiscated. Other items of jewellery will also be confiscated. Parents will be required to collect the confiscated items from the college's reception.
9. Students will be asked to remove coloured nail polish at the sub school offices prior to the start of the school day.
10. If there are continued uniform breaches by a student, detentions will result. Further consequences may include: the offer of counselling, a loss of privileges including leadership positions, and not being permitted to attend excursions and incursions.

In regards to breaches of the regulation college sport uniform the Sport Education and Physical Education staff members enforce a three strike policy. Note the following:

1. Students are not able to participate in Sport Education or P.E. classes without the P.E. / Sport Education uniform.
2. Students require a note from their parent/ guardian if they are unable to participate in the PE/ Sport Education activity.
3. A student without this parental/ guardian's permission will be required to complete the 'out of uniform' sheet.
4. A student will fail the practical component of the subject if they are not wearing the approved P.E. / Sport uniform four times or more for a semester without a note from home or if a medical certificate is not provided. After their third time out of uniform, the child's parent/ guardian will be informed by email that if there are further breaches, that their child will fail the practical component of the subject.

## MANAGEMENT OF SCHOOL UNIFORM SUPPLY ARRANGEMENTS

The School Council makes the decisions regarding the School dress-code/uniform items.

### Ratification dates:

**This policy was updated at College Council on 16 Feb 2021 and is scheduled for review in 2023.**