



School Uniform and Dress Code Policy

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School Uniform and Dress Code Policy

Introduction

School uniform and the observation of a uniform dress code are important parts of the school ethos as it re-enforces a common identity and represents the Islamic character of the school to the wider community. The school expects all stakeholders to adhere to this policy and show due respect for the dress code of Al-Risalah School.

High standards of presentation are always required when wearing the school uniform. Whenever the school uniform is worn, it must be complete and not mixed with non-uniform clothing. This includes when travelling to and from school.

Aims

Our aim is to have all our students looking as smart as possible and representing a positive image of Islam at all times. Our uniform should not mark out our students' social/economic status. We ask parents to make sure that their children's uniform is clean and ironed and that they do not leave home in the morning wearing non-uniform or items which are not permitted. The aim of the policy is to:

- To set out the school's guidelines for uniform.
- To support the mission, vision and values of the Trust.

Who is responsible for this policy?

The Trust has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory or Trust framework. The Trust has delegated day-to-day responsibility for operating the policy to the Senior Leadership Team.

The Governing Body, Director of Education and Senior Leadership Team have a specific responsibility to ensure the fair application of this policy and all members of staff are responsible for supporting colleagues and ensuring its success. The school is determined to enforce the policy without any form of discrimination.

Personal appearance

Long nails, nail varnish and make-up are prohibited. No jewellery other than a wristwatch may be worn (unless otherwise agreed on grounds of faith). Hair must be kept tidy. Extremes of length or style are not permitted (unless otherwise agreed on grounds of faith).

School bag/pencil case/stationery bag

School bag, pencil cases or stationery bags must not display offensive or political images or slogans.

Prohibited Items

Items/styles which are not acceptable. The following items are not permissible:

- a) Baseball caps, hooded tops ('hoodie' style) and trainers are strictly not allowed.
- b) Loose trousers must not be worn without a belt to ensure that they do not hang down low on the waist and expose their awrah. (Parts of the body that are compulsory to cover in Islaam). Students are permitted to wear a plain black belt with a medium-sized buckle (no label).
- c) Shoes should be black and plain.
- d) Hair (Boys) - Hair must be kept tidy and at a single length. There must be no extreme designs (e.g, Mohicans or Tram lines unless otherwise agreed on grounds of faith or a valid extenuating reason such as medical concerns). The length permitted is measured by a completely white prayer hat sitting comfortably on the head and not falling off when worn.
- e) No jewellery is allowed, except for a watch.
- f) Smart Watches are not allowed.

Please note: Prohibited items of clothing will be confiscated and returned either at the end of the school day or, collected by parents.

We encourage and insist on a smart appearance in our students. In addition to wearing the school uniform and avoiding prohibited items of clothing, we expect our students to be clean and neat, for clothing to be pressed or ironed, shoes to be polished, and shirts to be always tucked into trousers (Boys).

Monitoring and reporting procedure

Uniform monitoring will start at the school gates. The implementation of the policy is monitored by all staff, who report to the Deputy /Executive Principal. Parents will be contacted if their child is not compliant. Should breaches of uniform such as the lack of a tie or a prayer hat exist, these could be given to the child providing this is not a regular occurrence.

Process for breach of Uniform Code

All parents will be informed of our uniform requirements before entry into Year 7. It is a condition of entry that for each day of attendance, students are compliant with our uniform code.

One of the following procedures will be adhered to when the uniform code is not followed:

- a) School to provide the item (tie or prayer hat). If student forgets this and it becomes a regular occurrence, parents will be notified.
- b) If a prohibited item is worn, pupil will be told to remove item and not to bring the prohibited item to school. Parent will also be notified. If this is repeated, it will be

- confiscated and returned only to the parent.
- c) If the prohibited item is bought into school again, the above (b) will apply and a £10 penalty before it can be returned.
 - d) If a uniform item is damaged, the school will give until the 1st weekend to get the matter resolved- subject to a phone call or a letter received by the parent. If it remains unresolved, a penalty of £10 for each day after the deadline will apply.
 - e) If a child comes in non-uniform, the pupil will not be allowed into class until the situation is resolved. This could be resolved by:
 - i) Parent brings in the correct uniform.
 - ii) Child returns home and corrects uniform and is therefore allowed back into school.
 - f) If the child is still coming to school in breach of the uniform code, the Executive Principal will not allow him/her to go to class. Parents will be asked to collect their child and that he/she cannot attend school until their uniform complies. In the short term, this will be recorded as an authorised absence. If after 2 days the child is not in school with the correct uniform, it will be recorded as an unauthorised absence.
 - g) Regarding non-compliant haircuts for boys (see point d. under prohibited items), initially pupils will be given a letter to take home regarding the correcting of the non-compliant haircut. Pupils will be given until the 1st weekend to get the matter resolved. If on the Monday after, the haircut has not been rectified, the Executive Principal will not allow the pupil to go to class. Parents will be asked to collect their child and will be told that he cannot attend school until the haircut conforms to policy. In the short term, this will be recorded as an authorised absence. If after 2 days the child is not in school with the correct haircut, it will be recorded as an unauthorised absence.

School Uniform

We recommend that students have more than one individual item of uniform where appropriate so that they will always have a spare pair of school trousers, etc., which can be worn when needed. This will prevent students from coming to school in a non-uniform item.

Boys School Uniform:

- Plain black long-sleeved blazer – must be down to waist length with badge stitched on left side.
- Black trousers
- White shirt (Long or short sleeved)
- School tie worn down to the belly button.
- Plain black V-neck sweatshirt (optional)
- Black socks
- Plain black school shoes (Not plimsolls)
- Plain black belt with a medium sized buckle - no branding (optional)
- Any completely white prayer hat*
- Coat: black or dark navy

Girls School Uniform:

- Plain black long-sleeved blazer – must be down to waist length with badge stitched on left side.
- Navy blue abaya
- White hijab (To be tied in a way that the neck or any hair is not visible- no fancy styles will be accepted. The hijab must also not be see-through).
- Black trousers under abaya
- Plain black socks
- Plain black school shoes (Not plimsolls or boots)
- PE Kit: White plain (no designs) short or long-sleeved top, black tracksuits bottoms, white hijab, trainers
- Coat: black or dark navy

P.E Kit

Our Physical Education (P.E) kit consists of the following:

- White T-shirt (Short or Long Sleeved)
- Black tracksuit bottoms
- Trainers

Not having PE Kit is considered as 'C4' (behaviour code which includes a detention).

Students are required to change back into school uniform (including

Sanctions other than described above:

Staff should expect all secondary pupils to monitor their own uniform. 'C3O' (behaviour code which includes a detention) will apply for any uniform non- compliance.

Uniform rules will be relaxed in the hall during break and lunch times, but NOT during Salaah or Assembly times.