

Kinglake West Primary School

1041 Whittlesea-Kinglake Road, Kinglake West 3757

Phone 5786 5262 or 5786 5034

Email: kinglake.west.ps@education.vic.gov.au Website: www.kinglakewestps.vic.edu.au

Kinglake West Primary School Student Dress Code



Help for non-English speakers

If you need help to understand the information in this policy please contact Courtney Smith, 5786 5262.

PURPOSE

The purpose of the Student Dress Code is to outline Kinglake West Primary School's requirements for student dress and appearance and to provide information about uniform purchase and support, dress code implementation and exemption processes.

This dress code has been developed by Kinglake West Primary School's School Council in close consultation with our school community to ensure that it respects the rights of individual students whilst reflecting the values and interests of our community.

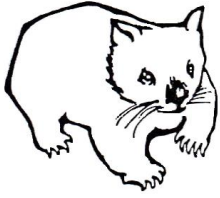
The Student Dress Code aims to:

- foster a sense of community and belonging and encourages students to develop pride in their appearance
- support Kinglake West Primary School's commitment to ensuring that our students feel equal and are dressed safely and appropriately for school activities.
- reduce student competition on the basis of clothing
- enhance the profile and identity of the school 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

Students are expected to comply with this Student Dress Code while traveling to and from school, during school hours and when attending school activities.



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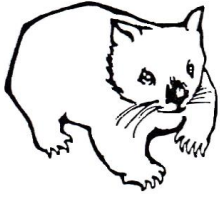
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UNIFORM AND APPEARANCE

Kinglake West Primary School's school uniform items are as follows:

- Tops with the school logo are compulsory

	SHORT SLEEVED POLO Polo t-shirt with embroidered school logo. -Can be worn with navy pants, navy shorts, navy skirt, navy skorts, or navy tunic/winter dress. -Not to be worn over the summer dress
	LONG SLEEVED POLO Polo long sleeve with embroidered school logo. -Can be worn with navy pants, navy shorts, navy skirt, navy skorts, or navy tunic/winter dress. -Not to be worn over the summer dress
	HOODED JUMPER Navy hooded jumper with embroidered school logo. -Can be worn over any school uniform item.
	BOMBER JACKET Navy button up jacket with embroidered school logo. -Can be worn over any school uniform item.
	POLAR FLEECE JACKET Navy zip up jacket with zip pockets and embroidered school logo. -Can be worn over any school uniform item.
	NAVY SKORT Plain navy skort -Must be mid thigh to knee length -To be worn with long or short sleeved polo -Can be generic brand in navy -Can be worn all year.








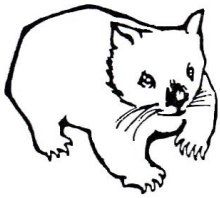
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	<p>NAVY SHORTS Plain navy shorts with or without pockets -To be worn with long or short sleeved polo -Can be generic brand in navy -Must be mid thigh to knee length -Can be worn all year</p>
	<p>NAVY TRACKSUIT PANTS Plain navy tracksuit pants with or without pockets -To be worn with long or short sleeved polo -Can be generic brand in navy -Can be worn all year</p>
	<p>NAVY GIRLS PONTE/LEISURE PANTS Navy pants with elastic waist and pockets -To be worn with long or short sleeved polo -Can be worn all year -Generic navy dance/jazz pants are permitted</p>
	<p>SUMMER DRESS Navy and white check dress. -Can be worn with full navy briefs, bike shorts or winter tights underneath -No undergarments to be visible -Can be generic brand -Can be worn all year</p>
	<p>WINTER DRESS/TUNIC Plain navy winter dress with detachable top -Can be worn with navy tights, navy or white skivvy or the long/short sleeved polo tops -Top can be detached and worn as just the skirt with long or short sleeved polo tops -Can be worn all year round.</p>








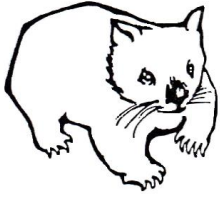
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	<p>RAIN JACKET Waterproof jacket with polar fleece lining, hidden hood, pockets and embroidered logo. -Can be worn with any school uniform item.</p> <p>Colours other than navy will not be permitted whilst representing Kinglake West Primary School at events, excursions etc.</p>
	<p>SUMMER HATS Broad brimmed or bucket hat. -Must be navy in colour with the school logo or completely plain -Must be worn during Terms 1 and 4 -Not to be worn indoors</p>
	<p>BEANIES/SCARVES/GLOVES Beanie – plain navy or the school knitted beanie. Scarf – plain navy Gloves – plain navy</p> <p>None of the above items are to be worn in class.</p>
	<p>SOCKS/TIGHTS Plain socks with no logos or designs. Navy or white are preferred. Plain navy winter tights are permitted under the winter dress/tunic.</p>
	<p>SHOES Any sports runners or plain black leather school shoes are permitted. Gumboots and slippers are advised for winter months.</p>



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General appearance

While at school, travelling to or from school or participating in school activities, Kinglake West Primary School students must comply with the following:

- Uniforms must be clean and in good repair (no holes, rips etc.)
- 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 completely hidden if they are not navy in colour
- All shorts/skirts/dresses are to be mid thigh to knee length

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. Jewellery for religious purposes may be worn. Long earrings, hoop style earrings and necklaces pose a health and safety risk.

Cosmetics may not be worn at school.

Hair and Sun safety

Shoulder length or longer hair is to be tied back to help restrict the spread of nits and lice and for student safety.

School uniform hats must be worn outside during Terms 1 and 4 and on any other day prescribed by the school. School uniform hats may also be worn outside of this time period, by parent or student choice.

Hats/beanies 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

Sample only:

Uniform items can be purchased directly from Spartan School Supplies. The school has sizes available to try on.

<https://www.spartanss.com.au/>

Kinglake West Primary School Parents' Club also operates a second-hand uniform store for parents. Please contact the school office for more information.

Support for families experiencing difficulty

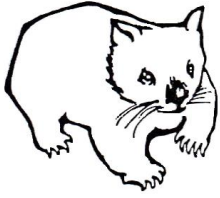
Please contact the Principal or Tracey Jones to discuss support that we may be able to provide to families experiencing difficulty meeting uniform costs, including information about eligibility for uniform support through State Schools' Relief. Further information about State Schools' Relief is also available on their website:

<https://www.ssr.net.au/>

Kinglake West Primary School also has uniforms available to families to borrow on request.

IMPLEMENTATION

Kinglake West Primary School will ensure that this Student Dress Code is communicated to all families and students through our website and induction packs. We will assist students who may be experiencing difficulties complying with this policy where possible.



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

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 parents by the classroom teacher. If non-compliance with the dress code becomes a continued occurrence, the Principal 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 Kinglake West Primary School 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.

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

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 parents or carers.

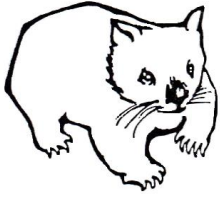
CONCERNS ABOUT THIS STUDENT DRESS CODE

Kinglake West Primary School 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 *Parent Complaint Policy*, available on the school website.

COMMUNICATION

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

- Available publicly on our school's website
- Reminders in our school newsletter as required
- Discussed in student forums



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- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

- Kinglake West Primary School SunSmart Policy
- Kinglake West Primary School Parent Complaint Policy
- Kinglake West Primary School Student Wellbeing and Engagement Policy
- Department of Education and Training [Student Dress Code](#)
- Department of Education and Training [Student Engagement policies and guidelines](#).

POLICY REVIEW AND APPROVAL

Policy last reviewed	February 2023
Consultation	School Council – August 2022, February 2023 School Newsletter – August 2022, February 2023
Approved by	School Council
Next scheduled review date	February 2027