

STUDENT UNIFORM AND DRESS CODE POLICY

PURPOSE

Keysborough Secondary College students are encouraged to wear school uniform. At Keysborough Secondary College we expect

dress and appearance requirements, policy implementation and exemption processes.

This uniform policy has been developed by Keysborough Secondary College Council in close consultation with Ta.1 (i)-06.2 (w)0.9

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PE, but families can choose the items they wish to purchase. It is not compulsory to purchase all (See Appendix

- f Wrap-around sunglasses. No large logos (any store)

Religious Attire

- f Hijab, turbans, yarmulke, or other religious wear must be black, white, grey or purple in colour. Religious attire must be conservative and not carry any logos.
- f Items of a religious nature are permitted provided they do not present a safety issue and are discreet.
- f A letter from home endorsing the need for Religious Attire may be requested.
- f Items worn for religious purposes that fall outside these uniform rules must be accompanied by a written request and endorsed by the College Principal or their nominee.

Special Uniform Items

- f Special event, sporting and international or interstate and travel clothing (approved by the school council on a case-by-case basis).
- f Year 12 Top (to be approved by school council annually).

Jewellery and Piercings

- f Keysborough Secondary College accepts no responsibility for injuries resulting from a student's piercing
- f All jewellery that poses an OHS issue must be removed by the student on request. College Principal, Campus Assistant Principal, Wellbeing Assistant Principal or Year Level Leader
- f Students are permitted to wear earrings. Earrings must be small and discrete.
- f Students with facial piercings must complete the 'Facial Piercings' form (Appendix B). This must be signed by a parent/guardian.
- f Students are permitted to have no more than two (2) facial piercings (rings and barbells are not permitted, except for barbells in eyebrows).
- f Students are permitted to wear no more than two (2) rings on their fingers, provided they do not present a safety issue.
- f Piercing spacers are not to be worn.
- f Body piercings and tattoos must not be visible.
- f All piercings must be removed or appropriately taped for sporting or physical 5.9 (l)3(s)-7.6*4.6 (o)v*4.6 (o)3(s) se.9 (l)tion 5.2.1(2)(b) of the Education and Training Reform Act 2011.

at each of the following locations: ~~at each of the following locations:~~

are not permitted: ~~are not permitted:~~

Large or dangerous hair ornaments are not permitted. ~~Large or dangerous hair ornaments are not permitted:~~

Long hair must be tied back or covered during practical or hospital classes. ~~Long hair must be tied back or covered during practical or hospital classes.~~

Student's beards must be neatly trimmed. ~~Student's beards must be neatly trimmed.~~

House colours may be worn, including coloured hair, on school sports days or special events days. ~~House colours may be worn, including coloured hair, on school sports days or special events days.~~

(parents will be notified) ~~(parents will be notified)~~

All significant decisions are to be reviewed and incorporated into the uniform policy by the Keysborough ~~All significant decisions are to be reviewed and incorporated into the uniform policy by the Keysborough~~

Secondary College Council. ~~Secondary College Council.~~

The principal or their nominee will apply OHS considerations as to the appropriateness and safety of all ~~The principal or their nominee will apply OHS considerations as to the appropriateness and safety of all~~

student hair styles and hair ornamentation. ~~student hair styles and hair ornamentation.~~

and nails ~~and nails~~

Only natural coloured makeup is permitted. ~~Only natural coloured makeup is permitted.~~

Makeup must not be applied heavily (false eyelashes, heavy mascara or eyeliner, bright eyeshadow or ~~Makeup must not be applied heavily (false eyelashes, heavy mascara or eyeliner, bright eyeshadow or~~

lipstick is not permitted). ~~lipstick is not permitted).~~

- f Nails should be natural looking and neat trimmed.
- f Acrylic nails which are pointy at the tip are not permitted.
- f Only clear or natural coloured nail polish is permitted.
- f Tattoos must be covered where possible.
- f Makeup, tattoos and markings which are applied for religious purposes that are specified in these uniform rules must be accompanied by a written request from the parent and endorsed by the College Principal or their nominee. All significant decisions are to be reviewed and incorporated into the uniform policy upon agreement by the Keshborough Secondary College council.
- f The wearing of Henna is permitted for a specific religious festival or event must be accompanied by a written request from the parent and endorsed by the College Principal or their nominee.

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- f Discussion concerning the reasons why the student is out of uniform.
- f Verbal warning will be given to the student.
- f If a student is out of Uniform for a number of days, parents/ guardians will be notified. If the student continues to remain out of Uniform, including with a note from home, parents/ guardians will be contacted by the Home Group teacher, Year Level Leader or Assistant Principal to discuss concerns.
- f Lunchtime detention issued.
- f After school detention issued. Contact will be made with parents/guardians.
- f Students may be removed from class at the Year Level Leader or Assistant Principal's discretion. Additionally, this may lead to parent contact to include being sent home and additional parent and support meetings arranged.
- f Suspension, for continued and deliberate Uniform breaches.

Exemption Requests

Individual exemption requests

Students and their parents/carers may apply either in writing or in person to the College Principal or Campus Assistant Principal for an exemption to the Student Dress Code and Uniform Policy if:

- f an aspect of this code prevents the student from complying with requirement of their religious, ethnic, or cultural beliefs or background
- f the student has a particular disability or health condition that requires a departure from the policy
- f the student or their parents/carers can demonstrate sustained economic hardship that prevents them from complying with the policy. In this circumstance, the college will assist with providing the required uniform items.

When the Campus Assistant Principal or College Principal receives a request for an exemption, they will:

- f explain the process to the student and/or their parents/carers
- f encourage the student and/or their parents/carers to support their application with evidence.
- f consider the grounds for the exemption request
- f provide a timeline for a decision on the exemption request

The Campus Assistant Principal or College Principal will try to negotiate a resolution that is acceptable to all parties. If an exemption is not granted, a written rationale will be provided to the student and/or their parents or carers.

Group exemption requests

Teachers, school leadership and student voice may apply to the Keysborough Secondary College Council in writing requesting an exemption. Applications must be submitted when an additional or alternative uniform item is proposed for use by a group of students. The application must include a description and graphic of the proposed item, the purpose of the item, and an indication of the duration over which the proposed item will be worn. Approval from Keysborough Secondary College Council must be given before the item can be worn.

Such items include:

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Department of Education and Training School Policy Advisory Guide:

- f [Student Dress Code](#)
- f [Student Engagement policies and guidelines](#)
- f SunSmart Policy
- f Complaints Policy
- f Student Wellbeing and Engagement Policy
- f [SunSmart Victoria](#)

COMMUNICATION

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

- f Available publicly on our school's website
- f Included in staff induction processes
- f Included on our Staff and Student Intranet
- f Discussed at staff briefings/meetings as required
- f Discussed at parent information nights/sessions
- f Included in transition and enrolment packs
- f Included as annual reference in school newsletter
- f Made available in hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	April 2024
Person Responsible for Policy Development	Accountabilities Assistant Principal
Approved by	College Principal College Council
Next scheduled review date	December 2024

*NOTE: The Department's Student Dress Code policy requires the Keysborough Secondary College Council to decide annually whether amendments or a full review of the Keysborough Secondary

APPENDIX A STUDENT UNIFORM
ACADEMIC UNIFORM

Summer Dress	Short Sleeve Shirt	Long Sleeve Shirt	Long Sleeve Blouse	V Neck Jumper

Box Pleat Skirt	Trousers	Tailored Shorts (unisex)	Elastane Tights (2 Pack)	Winter Jacket

SPORT UNIFORM

				
Polo Shirt	Sports Shorts	Track Top	Active Track Pants	Sport Shoes- runners/track shoes (any store)

APPENDIX B FACIAL PIERCINGS AGREEMENT FORM

FACIAL PIERCINGS
PARENT/GUARDIAN AND STUDENT AGREEMENT FORM

This form must be completed for all students with facial piercings.

Student Name:	
Home Group:	
Location of facial piercings:	1. 2.

Note: The College accepts no responsibility in the event of an injury resulting from the piercing/s being worn. Students who do not have signed parental/guardian consent will not be permitted to wear piercing/s whilst at school.

APPENDIX CGASUAL DRESS DAY STUDENT DRESS CODE

Rationale

f To ensure all students are always dressed appropriately and to provide a framework for management of