



School Uniform Policy and Procedures

Policy or Procedure Management

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1.2		Update and changes for specific adaptations to changes to Wellbeing Mentor roles
1.3	21/8/2020	Minor updates
2.0	02/02/2021	Update to Sports Uniform permissions
2.1	08/03/2021	Update to Jewellery re the appropriate length of necklace chains and clarification on piercings, and advice that the Knitted Vest may be worn under the sport jacket.
3.0	October 2021	<ul style="list-style-type: none">- Update re school structure: One School. Whole School. Our School.- Re-format to align with policy styling
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PENRITH CHRISTIAN SCHOOL

Christ Centred Education for Significant and Abundant Living

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Related PCS Policies

- Enrolment Policy

Preface

The aim of this Policy and Procedures document is to outline the standards of uniform expected of all students of PCS.

This Policy does not attempt to provide a detailed and exhaustive list; however, it sets out the broad expectations of the standards of uniform required.

This Policy applies to all students of the school except, with approval, where extenuating circumstances exist.



School Uniform

Penrith Christian School has developed a uniform which is of exceptional quality to enable our students to exhibit a high standard of presentation both at school, and whilst travelling to and from school.

Parents and Caregivers agree to support the school's policies in this regard at enrolment and have a responsibility to continue to do so by ensuring that students have an adequate supply of uniform items, and ensuring they are appropriately laundered and cleaned on a regular basis.

Compulsory items MUST be worn to and from school. In winter, blazers are the compulsory outer garment for warmth and are to be worn to Learning Session 1 each day.

PCS School Bags are compulsory, and no other school bag is acceptable for use at school.

Students are expected to comply with these Policies and Procedures **at all times**.

1. The Uniform and Uniform Shop

Penrith Christian School has engaged Ranier Design Group as the sole supplier and retailer of our school uniform. The uniform is specifically designed and manufactured for Penrith Christian School; therefore, the correct uniform items can ONLY be purchased from the Uniform Shop.

Consequently, ALL school uniform articles (with the exception of shoes) **MUST** be purchased from the Uniform Shop located on the school property. **All PCS school uniform items are available to view on our website www.pcs.nsw.edu.au (under the Enrolment dropdown menu link).**

All uniform orders **must** be accompanied by the full payment (cash, Eftpos, MasterCard and Visa – 1.5% surcharge applies to credit card purchases – and layby options are available). All correspondence, payment and trade, in relation to the uniform, is to be referred to Ranier via the Uniform Shop Manager.

The Shop will be open at hours agreed between Ranier and the school, with longer operating times during the peak periods of the year. These times will be published via our e-PhoCuS online newsletter and PCS website.

2. Second Hand Uniforms

For buying and selling second hand uniforms, PCS recommends an external provider, **The Sustainable School Shop**.

The Sustainable School Shop is an online service for buying and selling second hand school uniforms, other items such as textbooks and musical instruments, and anything that relates to education, extracurricular activities, interests, hobbies and sport. It's free to register, free to search and buy, and items can be sold for a small fee.

The Sustainable School Shop encourages reuse and recycling through innovation and technology, enabling schools and families to look for a second hand item first before buying new. You will buy and sell directly with other parents in the school, which is a great way to get to know the broader school community.

To register to buy or sell visit <https://www.sustainableschoolshop.com.au/register>



3. Uniform Guidelines

- **Singlet/T-shirts** are not to be visible, or the colour of it visible, under the shirt. A white 'V' neck singlet that cannot be seen is the best option. If students feel they need to wear this garment, it must be tucked in and not seen. **Long sleeve T-shirts** or thermals, for those students requiring extra warmth, **are not to be visible at any time.**
- **A navy blue (only) skivvy** may be worn under uniform by Toddler to Year 2 on very cold days when they are normally scheduled to wear the Sports Uniform.
- **Skirt** must be at the knee.
- **In summer**, K-12 boys can wear the shorts or long pants from the Uniform Shop.
- **In summer**, K-12 students may wear a School Jumper for warmth.
- **School Scarf** purchased from the Uniform Shop is **the only scarf** permitted.
- **Ties are compulsory** with the winter uniform in Terms 2 and 3 for Years 7-12 boys **and** Years 11-12 girls.
- **Boys' winter shirts** are designed to be worn tucked in and need to be worn as such.
- The Tracksuit Jacket is the outer garment of warmth with the Sports Uniform.
- The PCS Chiropak School Bag is durable, functional and comfortable. It is proven to reduce the incidence and severity of neck and back pain associated with carrying heavy loads.

4. Uniform Labelling

Every item of students' clothing should be CLEARLY LABELLED with the student's **full** name.

5. Winter/Summer Uniform Changeover

a) Term 1

Summer uniform

b) Term 2

Winter uniform, or during the **first two weeks of Term 2**, either the summer or winter uniform may be worn

c) Term 3

Winter uniform or, during the **last two weeks of Term 3**, either the winter or summer uniform may be worn

d) Term 4

Summer uniform



6. Early Learning Uniform

Summer/Winter

- *Toddler*

- Optional Items
- Polo Shirt
- Lace-up Sports Shoes (velcro permitted Toddler to Year 2)
- School Tracksuit Jacket (outer garment of warmth)
- Tracksuit pants
- Sports Shorts

- *Preschool*

- Polo Shirt
- Lace-up Sports Shoes (velcro permitted Toddler to Year 2)
- Optional Items
- School Tracksuit Jacket (outer garment of warmth)
- Tracksuit pants
- Sports Shorts

- *Prep*

- School Tracksuit Jacket (outer garment of warmth)
- Tracksuit pants
- Polo Shirt
- Sports Shorts
- Lace-up Sports Shoes (velcro permitted Toddler to Year 2)
- Optional Items
- School Bag
- Scrunchie/Ribbons (refer to Hair Accessories)
- Scarf (purchased from the Uniform Shop)
- Years K-6

7. Years K-6 Uniform

K-6 Girls Summer

- School Tracksuit Jacket (outer garment of warmth)
- Summer Dress (knee length)
- School Socks (dark blue)
- Black leather polished lace-up School Shoes (velcro permitted Toddler-Year 2)



- Tracksuit Pants
- Polo Shirt
- Sports Shorts
- Sports Socks
- Lace-up Sports Shoes (velcro permitted Toddler-Year 2)
- School Bag
- Sun Hat

K-6 Girls Winter

- School Tracksuit Jacket (outer garment of warmth)
- Winter Tunic Dress (knee length)
- Winter Shirt
- Navy Tights

OPTIONAL Items

- Knitted Vest (outer garment of warmth **with winter pants ONLY**; NOT to be worn with Tunic or Sports Uniform)
- School Jumper
- Winter Pants
- Scrunchie/Ribbons (refer to Hair Accessories)
- Scarf (purchased from the Uniform Shop)

K-6 Boys Summer

- School Tracksuit Jacket (outer garment of warmth)
- Summer Shirt
- Summer Shorts
- School Socks (dark blue)
- Black leather polished lace-up School Shoes (velcro permitted **Toddler to Year 2**)
- Tracksuit Pants
- Polo Shirt
- Sports Shorts
- Sports Socks
- Lace-up Sports Shoes (velcro permitted Toddler-Year 2)
- School Bag
- Sun Hat

K-6 Boys Winter

- School Tracksuit Jacket (outer garment of warmth)



- Winter Pants
- Winter Shirt

OPTIONAL Items

- Knitted Vest (outer garment of warmth; NOT to be worn with Sports Uniform)
- School Jumper
- Scarf (purchased from the Uniform Shop)

8. Years 7-10 Uniform

7-10 Girls Summer

- Blazer (optional in summer)
- Summer Shirt
- Skirt (knee length – summer and winter)
- School Socks (dark blue)
- Black leather polished lace-up School Shoes
- Tracksuit Jacket
- Tracksuit Pants
- Polo Shirt
- Sports Shorts
- Sports Socks
- Lace-up Sports Shoes
- School Bag
- School Cap

7-10 Girls Winter

- Blazer (outer garment of warmth; to be worn to Learning Session 1 each day)
- Tracksuit Jacket (outer garment of warmth when wearing Sports Uniform)
- Winter Shirt
- Navy Tights

OPTIONAL Items

- Knitted Vest (can be worn in summer as outer garment of warmth; NOT to be worn with Sports Uniform)
- School Jumper (can be worn in summer as outer garment of warmth; in winter, school jumper must be worn under blazer; NOT to be worn with Sports Uniform)
- Winter Pants
- Scrunchie/Ribbons (refer to Hair Accessories)
- Scarf (purchased from the Uniform Shop)



7-10 Boys Summer

- Blazer (optional in summer)
- Summer Shirt
- Summer Shorts or Winter Pants
- School Socks (grey)
- Black leather polished lace-up School Shoes
- Tracksuit Jacket
- Tracksuit Pants
- Polo Shirt
- Sports Shorts
- Sports Socks
- Lace-up Sports Shoes
- School Bag
- School Cap

7-10 Boys Winter

- Blazer (outer garment of warmth; to be worn to Learning Session 1 each day)
- Tracksuit Jacket (outer garment of warmth when wearing Sports Uniform)
- Winter Pants
- Winter Shirt
- Belt
- Tie

OPTIONAL Items

- Knitted Vest (can be worn in summer as outer garment of warmth; NOT to be worn with Sports Uniform)
- School Jumper (can be worn in summer as outer garment of warmth; in winter, School Jumper must be worn under blazer; NOT to be worn with Sports Uniform)
- Scarf (purchased from the Uniform Shop)

9. Years 11-12 Uniform

11-12 Girls Summer

- Summer Shirt
- Skirt (knee length)
- School Socks (grey)
- Black leather polished lace-up School Shoes
- School Cap



Sports Uniform is optional

- Tracksuit Jacket
- Tracksuit Pants
- Polo Shirt
- Sports Shorts
- Sports Socks
- Lace-up Sports Shoes

11-12 Girls Winter

- Blazer (outer garment of warmth; to be worn to Learning Session 1 each day)
- Skirt (knee length)
- Winter Shirt
- Tie
- Black Tights

OPTIONAL Items

- Knitted Vest (can be worn in summer as outer garment of warmth; NOT to be worn with Sports Uniform)
- School Jumper (can be worn in summer as outer garment of warmth; in winter, School Jumper must be worn under Blazer; NOT to be worn with Sports Uniform)
- Scrunchie/Ribbons (refer to Hair Accessories)
- Scarf (purchased from the Uniform Shop)

11-12 Boys Summer

- Summer Shirt
- Trousers (all year round)
- Shorts (Terms 1 and 4)
- School Socks (grey)
- Black leather polished lace-up School Shoes
- School Cap

Sports Uniform is optional.

- Tracksuit Jacket
- Tracksuit Pants
- Polo Shirt
- Sports Shorts
- Sports Socks
- Lace-up Sports Shoes



11-12 Boys Winter

- Blazer (outer garment of warmth; to be worn to Learning Session 1 each day)
- Winter Shirt
- Belt
- Tie

OPTIONAL Items

- Knitted Vest (can be worn in summer as outer garment of warmth; NOT to be worn with Sports Uniform)
- School Jumper (can be worn in summer as outer garment of warmth; in winter, School Jumper must be worn under Blazer; NOT to be worn with Sports Uniform)
- Scarf (purchased from the Uniform Shop)

10. Sports Uniform

The full PCS Sports Uniform is to be worn on Sports Days for Years K-10. **Students are not permitted to wear the Sports Uniform to or from school on any other day, unless specifically permitted.**

Students in Years 7-12 must bring their full PCS Sports Uniform to school on days they have PDHPE or PASS practical classes. Students will get changed into and out of their sports uniform during class.

11. School Shoes

Please note that it is compulsory for students to wear shoes that meet all Work, Health and Safety regulations.

Our rule is the same as for any industrial workplace. If students do not wear the correct footwear they will not be allowed to participate in lessons where their footwear will compromise their safety. School Shoes are to be black leather polished lace-up school shoes NOT sneaker type shoes (and no 'light up' shoes), nor the slipper style shoe which does not adequately cover the top of the foot. This is a safety issue as the feet need adequate protection in the Labs and Kitchen areas.

Please note that all students need correct school shoes all year (see examples below). School shoes are to be black leather, polished lace-up style. This excludes soft leather and 'sneaker-type' shoes. **This is the only school shoe style acceptable for students Years 3-12 to wear to school. They meet all WHS requirements.**



Please note that 'Alice-type' shoes are not WHS suitable. The only school shoe style option acceptable for students in Years K-2 if lace-ups are impractical is velcro closing similar to those below



12. Unacceptable School Shoes

Please note: the following sample school shoe types, **and all others different to the styles represented above**, are unacceptable for Years 3-12:



The styles following, **and all others different to the styles represented above**, are unacceptable for Years K-2:



13. Sports Shoes

Students are to wear Sports Shoes which comply with the WHS guidelines, with their Sports Uniform on Sports days. **Students are not permitted to wear the Sports Uniform (or Sports Shoes) to or from school on any other day, unless specifically permitted.**

Sports Shoes may only be worn with the Sports Uniform on Sports Day and **MUST** be either **joggers** or **cross trainers** which give adequate support to the ankle and arch of the foot. Slip-ons, high ankle basketball shoes, skate shoes or indoor-only sports shoes are inappropriate. **'Light up' shoes are not permitted.**

The following sports shoes are acceptable styles for students Years 3-12 to wear on Sports day. They meet all WHS requirements.



If lace-ups are impractical for students in **Years K-2**, sports shoes similar to those below are permissible.



Unacceptable Sports Shoes

Please note that the following sample sports shoe types **(and all others different to the styles represented above)** including, but not limited to **basketball shoes, indoor sports shoes and Rabens**, are **unacceptable for Early Learning to Year 12:**



14. School Hats

A PCS School Hat is required for all K-6 students and is compulsory when outdoors throughout the year.

A PCS School Cap or Hat is required for Years 7-12 students. The School Cap or Hat is compulsory for all practical PE classes all year round, and **MUST** be worn outdoors at all times during Terms 1 and 4.

If a student has not worn a hat for some time, and requests have been made to parents to assist with compliance, ***a note will be sent home advising that the child has been issued a hat from the Uniform Shop and that the cost will appear on the next school fee statement.***

As extra protection in Terms 1 and 4, in addition to wearing their School Hat, K-6 students have access to sun block cream at recess and lunch.



Personal Presentation

1. Hair Styles

Parents are reminded that the School Policy regarding the length and style of hair requires students' hair to be neat, tidy, off the face, restrained from contact with other students and not expressing the excesses of current fashion.

Styles that are **NOT** permitted, and would constitute an excess include:

- Sculpting and shaving (hair should not be cut shorter than a Number 2 clipper)
- Hair extending below the eyebrow and covering the eyes when unrestrained
- Excessively cropped hair
- Boys' hair extending below the top of the collar line or below the ears
- Hair dyed unnatural colours.

Hair is to look natural. Final adjudication on what may constitute 'excesses of current fashion' is determined by the Principal or his/her delegate.

2. Hair Accessories

Hair accessories for female students, to aid in keeping hair off the face, i.e. bands, bows, or scrunchies, should be in school colours: red, white or navy. Black, dark brown or school colour hair elastics are permitted.

3. Facial Hair

Any male student who has facial hair is required to keep it short and neatly trimmed.

4. Tattoos

If students have tattoos, they must be covered up.

5. Jewellery

Female students may wear one small, plain (e.g. silver, gold or a single stone) sleeper or stud in the lobe of each ear only. Dangling earrings are not permitted as they are a safety hazard. No other facial jewellery or piercing is permitted.

Male students are not permitted to wear any form of ear or facial jewellery.

It is not acceptable to cover piercings with Band-Aids or clear earrings/studs or other means. Students should not have piercings other than earrings, for female students.

A fine chain necklace with a conventional cross may be worn; however, it must be long enough to sit under the uniform and not be visible. This meets safety standards for practical subjects.

A watch may be worn.

No other form of jewellery is acceptable for school wear.



6. Makeup

School Policy **does not permit K-10 students to wear makeup**. This means foundation, tinted moisturiser, tinted lip gloss, and coloured nail polish should not be worn.

Clear sunscreen, clear lip balm and clear nail polish are acceptable for K-10 students.

Students in Years 11 and 12 are permitted to wear a **very light** covering of makeup.

Acrylic/French tip nails are **not permitted** due to WHS issues.

Students who disregard the School Uniform Policy and Procedures, and choose to wear makeup and/or coloured nail polish, **will have it removed with the assistance of a First Aid Officer**.

7. Deodorant

Students wishing to bring deodorant to school are only permitted to bring **ROLL-ON deodorant**. Aerosol cans are **NOT** permitted due to allergic reactions and the potential danger if misused. If aerosol deodorant is brought to school, it will be confiscated and not returned.



Compliance

Parents are asked to carefully consider the guidelines above and ensure that all students meet the requirements.

It is not acceptable for students to be out of uniform for financial reasons. Nor is it acceptable for students to be out of uniform because it is near the end of the term or year.

Students who fail to comply with these guidelines will be given a directive to rectify the matter concerned and a time limit to do so. Students who fail to meet this will be excluded from school or specific classes, where WH&S issues are of concern, until the matter is satisfactorily rectified.

Any student out of uniform will be directed to Student Reception where they will report to the Administration Assistant.

1. Variations due to Unforeseen Circumstances

Should an unforeseen circumstance arise where a student is not able to present at school in the correct school uniform, a note **MUST** be presented with a reasonable explanation. Whilst grace will be extended to students in extenuating circumstances, a record of all variations will be kept to monitor and avoid frequent non-compliance.

2. Uniform Infringements

a) K-6

If a student is out of uniform without a note, they will be issued with a **Uniform Infringement Notice**. This will be issued by email and will have a direction to correct the problem. Failure to do so will render a student liable to exclusion from school, or specific classes where WHS issues are involved, until the matter is corrected. *Continued non-compliance will be regarded as sufficient reason for termination of a student's enrolment.*

b) Years 7-12

If a student is out of uniform, they will be directed to Student Reception, where they will report to the Administration Assistant. ALL students out of uniform will be issued with a Uniform Pass and will return to class. *Students cannot return to class without a Uniform Pass.*

If the student has a note from a parent/caregiver explaining their uniform, no further action will be taken. If the student does not have a note from a parent/caregiver explaining their uniform, this will be recorded in the school database. The relevant Year Advisor will monitor the uniform over the year.

At the first infringement within a term, the student will incur a warning and an email will be sent to their parent/caregiver.

At the second infringement within a term, the student will report to the Year Advisor at lunch for a **Wellbeing Interview** (20 minutes involving a more in-depth conversation regarding their uniform, and time off the playground). An email will be sent to their parent/caregiver.



At the third infringement within a term, the student will report to the **Year Advisor and Director of Spiritual Development & Wellbeing** at lunch for a **Wellbeing Interview** (20 minutes involving a more in-depth conversation regarding their uniform, and time off the playground). A phone call will be made to their parent/caregiver.

At the fourth infringement within a term, the student will be issued an in-school suspension, where the student will be removed from class until the matter is corrected.

If a student is aware that they will be out of uniform on a given day, and they have a note from a parent/caregiver, they are able to report to the Administration Assistant at Student Reception and receive a Uniform Pass before school starts.

Continued non-compliance will be regarded as sufficient reason for termination of a student's enrolment.

3. Rights of Appeal and Final Arbiter

Where disputes or disagreements arise, the Principal may be consulted for guidance or a decision pertaining to interpretation or requested changes to policy and procedures.

In **all** cases, the Principal is the final arbiter in matters pertaining to school uniform.