



Uniform and Equipment Policy 2023-2024

Coordinator	Karine Bergame
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Agreed by LT on	18 th April 2023
Does this policy need to be agreed by Trustees? If yes, which committee?	No
Agreed by Trustees on	N/A
This policy is communicated by the following means:	
Trustees	Trustee consultation by e-mail when policy reviewed and agreed
Staff	Policy folders on SharePoint and in staff handbook
Parents	All new parents are informed at their child's New Families Evening. Parents are reminded about the Uniform Code via the academy website, letters, text messages and at annual meetings e.g. Parent Information meetings, parents evenings
Students	Via student planners, assemblies, Collective Time and display around the academy

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1. Aims

- i) To promote a sense of pride in, and belonging to, the academy and promote a positive image of the academy in the wider community
- ii) To ensure smart, practical and affordable clothing and the appropriate use of equipment to support learning and other academy activities.
- iii) To ensure the Health & Safety of all students

Any references to 'parent' in this policy refers to any person with parental responsibility.

2. Uniform

2.1 Expectations

2.1.1 Key Stage 3 and 4 students (Years 7 to 11)

Students at Clapton Girls' Academy wear a simple, smart and affordable uniform. **(The details of this uniform can be found in Appendix 1)**

Students are responsible for ensuring that their uniform is 'smart, practical and appropriate' at all times.

1. Students must be in uniform whilst on the academy premises at all times of the day including break, lunch times and after school.
2. Students are expected to maintain the reputation of the academy within the community by wearing their uniform in a smart and presentable on the way to and from school.
3. Students are expected to arrive and leave the academy wearing full school uniform, including their academy blazer and the correct shoes. (Staff will endeavour to check uniform each morning before students are allowed on site) Students are also required to wear their blazers during morning line-up, assemblies and when moving between lessons.

The academy retains the right to act as the final authority in the interpretation of the uniform policy. If parents are unsure about uniform expectations, they are advised to contact the appropriate Head of Year by emailing cga@clapton.hackney.sch.uk

2.1.2 Sixth Form

The outstanding reputation of the sixth form including appearance is important for all students as they apply for university, college, apprenticeships and employment. Therefore, sixth formers who do not abide by the dress code in Appendix 2 will be sent home to change. If students repeatedly do not abide by the dress code, sanctions may be put in place.

2.1.3 Staff

As role models to students, all staff are required to adhere to a smart, professional and safe dress code. It is acknowledged that specialist clothing is required for particular subjects. Staff must not wear denim jeans or trainers other than for sporting activity.

2.2 Purchasing Uniform

The cost of a school uniform should not deter families from enrolling in a school, nor should it prevent students from attending school regularly. Therefore, at CGA we prioritise keeping branded items to a minimum and ensuring uniform represents good value for money for parents.

We understand that a number of families are currently experiencing financial difficulties. Parents can contact their child's Head of Year via cga@clapton.hackney.sch.uk if they need support with buying compulsory uniform items. To support all members of our community, pre-owned uniform items is also available from the academy. For more information, call us at 020 8985 6641, send us a MyEd message, or email the academy at the address listed above.

The compulsory academy blazers, jumpers, lavender colour blouses and purple sweatshirt should be purchased from our supplier's online shop at www.pbuniform-online.co.uk/claptongirls. School skirts and trousers can also be purchased from high street shops. An academy headscarf is available while stocks last and can be purchased from the academy online supplier but there is no requirement to wear the academy headscarf. Students choosing to wear a headscarf either may wear the academy headscarf or may wear one of any size or fabric as long as the colour is plain black, and any embellishments are also plain black.

To improve the affordability of the school uniform and support our more vulnerable families, students are allowed to wear a generic, plain, white polo-shirt to their Physical Education (PE) lessons and to their PE clubs. This is an alternative to the branded CGA white polo shirt, which is optional and will be available from Price and Buckland and in the academy's second-hand shop, as long as stocks last.

We do not have an agreement with any shops to sell the academy uniform.

2.3 Representing the Academy, educational visits and special events

Students are expected to wear their full and correct uniform when representing the academy at special events in and outside of school. Students must wear full and correct uniform when taking part in school trips and educational visits, unless otherwise specified by the group leader. Staff are not responsible for students' mobile phones at any time which includes whilst on academy trips and visits.

Students may be prohibited from taking part in school trips and educational visits and from representing the academy at special events if they are not wearing full and correct uniform.

2.4 Sanctions

Uniforms are checked daily at the gates by the staff on duty. The first time a student does not wear the correct uniform, a behaviour callout is recorded and a letter is sent home (see appendix 4) to inform their parent of the policy breach and remind them of uniform expectations. A phone call to the parent will also be made by the student's Engagement Support Assistant.

Students will not be allowed around the academy unless they are wearing full and correct academy uniform. If a student is not in the correct uniform, every effort will be made to establish the reason for this and offer a solution, recognising that there may be circumstances beyond the student's control for being in incorrect uniform. Students may be offered second-hand uniform items if available, to ensure personal circumstances do not have a negative impact on individual students' school experience. Students who refuse to use second-hand uniform items will be placed in the Student Support Centre for the rest of the day.

If a student repeatedly (more than twice) comes to school wearing the wrong uniform and simply refuses to comply, they will be placed in the Student Support Centre (SSC) for the rest of the day to reflect on their lack of co-operation and complete their work. They will also incur a 30-minute after-school detention (see Appendix 4) in the SSC. The student's year team will contact their parents and arrange a meeting with their parents to establish the reason behind the reoccurrence of the breach.

If a Sixth Form student's clothing does not meet the academy's expectations, they may be sent home to change. An informed decision to send a student home to change takes into consideration factors such as the student's age, distance from home and any potential risk factors. If a student is sent home to change, parents must be contacted and informed by the Sixth Form ESA that this is the case.

All staff have a responsibility to ensure that students comply with the uniform rules and follow-up non-compliance issues noticed throughout the day, for example in assembly, lessons and around the academy. If a member of staff is concerned that a student's lack of uniform may be linked to hardship or neglect, they should raise this in the first instance with the student's Head of Year or ESA.

The academy retains the right to allow reasonable adjustments to be made to this policy to support students with Special Educational Needs, especially those with sensory needs.

3. Equipment

3.1 Essential equipment

All students must have a smart, practical school bag which is large enough to accommodate A4 size exercise books. All students are also required to have the following essential equipment:

- 2 x black/blue pens
- 2 x pencils

- Rubber
- Ruler
- Red pen
- Green pen
- Coloured pencils
- Angle measurer
- Highlighter pen
- Calculator
- Student Planner
- Reading book (this can be a book borrowed from the academy or local library)
- Water Bottle (students are encouraged to use reusable bottles). An optional CGA water bottle can be purchased via ParentPay.

3.2 Mobile phones

If students bring mobile phones or other equipment into the academy they must understand that this is at their own risk and that the academy cannot be held responsible for loss or theft of such equipment.

Years 7 - 11

Mobile phones are banned from the academy site during the academic day. "Banned" means that they must be fully switched off and completely out of sight (e.g. in students' bags or lockers) at all times between entering and leaving the school site. If earphones or earbuds are seen or if a phone is seen or heard at any time while on site, the item will be confiscated and only returned to the student's parent.

Smartwatches are not allowed on site as they present the same safeguarding concerns as mobile phones. If a student is seen using a smartwatch, the device will be confiscated and only returned to the student's parents.

Ofqual guidance states that mobile phones and smartwatches are not to be taken into exam rooms, whether turned off or not.

Years 12 & 13

We recognise that students in the sixth form are mature enough to have some flexibility around the use of mobile phones, but they must only be used in designated areas.

- Students may use their phones socially in the Zone (sixth form common room). Additionally, students may use their phones for learning purposes in supervised study areas around the academy e.g., during supervised study in the Dining Pavilion, in the Learning Resource Centre or in the sixth form study area by the sixth form office. Students must **not** use their phones when walking around the school site outside (corridors and hallways). They must also keep their

phones out of sight while in the Pankhurst courtyard or other open spaces shared with Years 7 to 11.

- Teachers may also give sixth form students permission to use mobile phones in a lesson for teaching and learning purposes e.g., to use Kahoot.
- Any sixth form students using their mobile phones outside of these designated areas will be asked to put their phones away. If students do not follow these instructions from staff, their mobile phones will be confiscated. Confiscated mobile phones will be taken to Student Reception and must be collected by the student at the end of the school day. (2:50pm on Monday, Wednesday, Thursday and Friday and 3:50pm on a Tuesday). These times apply even if a student has a shorter day or needs to leave the site earlier than these times. If a student's mobile phone is confiscated more than once, they will be issued with an afterschool detention.
- Parents of 6th form students who repeatedly do not adhere to these expectations (more than three times) will be asked to attend a meeting where alternative arrangements for the student's phone during the day will be agreed. This could include a longer confiscation, students having to hand in their phone to a member of staff at the start of each day or the student leaving the phone at home.

Please see our Mobile Phone Policy No.61 and Behaviour for Learning Policy No.34 for further information.

3.3 Prohibited items

Items prohibited at CGA.

Students are not allowed to bring the following items in to the academy:

- Sweets, chocolate, fizzy drinks, crisps, nuts or nut products.
- Make-up and other cosmetics
- Spray-on deodorant or hair spray
- Money and expensive items
- Vapes
- Smartwatches
- Lighters
- Cigarettes, drugs and alcohol
- Sharp items that can cause injury (paper cutters, box cutters, tweezers, nail clippers, comb with sharp/metallic tail)

Items prohibited by DfE guidance

- Knives and weapons (including craft knives)
- Alcohol
- Illegal drugs
- Stolen items



- Tobacco, cigarette papers
- Fireworks
- Pornographic images
- Any article that has been or is likely to be used to commit an offence, cause personal injury or damage property

The prohibited items listed in 3.3 will be confiscated by staff and returned to students at the end of the academy day, unless it is felt that it is safer/more appropriate to return these to parents.

The items prohibited by the DfE guidance will not be returned to parents or students. When necessary, the academy may decide to contact the Safer School Police Officer.



Appendix 1: UNIFORM CODE – September 2023

UNIFORM:

YEARS 7 TO 11

SEPTEMBER 2023



EQUIPMENT:

Students must have a smart, practical school bag large enough to hold a A4 size exercise book and will also need the following equipment:

- 2 x black/blue pens
- 1 x red pen
- 1 x green pen
- 2 x pencils
- Rubber
- Ruler
- Coloured pencils
- Angle measurer
- Calculator
- Reading book (This can be a book you have borrowed from the academy or the local library)
- Water bottle (preferably reusable)

Families unable to purchase all the items listed above can contact their child's Head of Year to enquire about support available.

Clapton Girls' Academy students must wear the correct uniform at all times, including on their way to and from the academy. Students are expected to wear their uniform with pride as a symbol of representing the academy.

The academy retains the right to act as the final authority on the interpretation of the dress code. If unsure, parents are advised to contact the appropriate Head of Year.

Students will not be allowed around the academy unless they are wearing full and correct school uniform.

Students must wear the following items which can only be bought online from Price and Buckland:

www.pbuniform-online.co.uk/claptongirls

All items listed below can only be purchased pre-owned, at a lesser cost, from the academy, as long as stocks last.

- Academy lavender shirt. Students wearing a shalwar kameez, must wear a lilac shirt under their garment.
- Academy blazer

Students can wear the following optional items:

- Academy V-neck jumper, with or without sleeves, which can be bought online from Price and Buckland (P&B) or as a second-hand item from the academy.
- Academy headscarf from P&B or any headscarf, but the colour must be plain black and any embellishment must also be plain black.
- A t-shirt may be worn under the school shirt but must be either plain black or plain white. Black or White turtleneck base layers can be worn under the shirt in cold weather.

Students must wear the following, which can be bought from any school wear outlet:

- Smart, plain black, tailored school trousers
- Smart, plain black knee-length school skirt
- Smart, plain black shalwar kameez or abaya (with visible academy shirt/blazer)
- Plain black socks or tights. No ripped tights.
- Flat, plain black, leather-look, hard-soled shoes or ankle boots no higher than ankle bone with heels below 2cm. Shoes or ankle boots must not have any coloured stitching, tassels, fluffy or other decorations.

SUMMER UNIFORM:

When temperatures reach 25°C, students will be allowed to come into school without their blazers and their jumpers.

On these particular occasions, students will be informed in advance in Student Notices of the change to the summer uniform.

MOBILE PHONES:

Mobile phones and smartwatches are banned from the academy site. "Banned" means that they must be switched off and completely out of sight at all times between entering and leaving the academy site.

Students must understand that if they bring their mobile phones or smartwatches to school this is at their own risk and that the academy cannot be held responsible for the loss or theft of such equipment. If earphones or earbuds are seen or if a mobile phone or a smartwatch is seen or heard at any time while on site, the item will be confiscated and only returned to the student's parent.

PROHIBITED ITEMS:

Students are not allowed to bring the following items into the academy:

- Sweets, chocolates, fizzy drinks, crisps or nut products
- Make-up and other cosmetics
- Spray-on deodorant or hair spray
- Money and expensive items
- Vapes
- Smartwatches
- Lighters
- Cigarettes, drugs and alcohol
- Sharp items that can cause injury (paper cutters, box cutters, tweezers, nail clippers, comb with sharp/metallic tail)

Items prohibited by DfE guidance

- Knives and weapons (including craft knives)
- Alcohol
- Illegal drugs
- Stolen items
- Tobacco, cigarette papers
- Fireworks
- Pornographic images
- Any article that has been or is likely to be used to commit an offence, cause personal injury or damage property

If these items are seen on school premises, they will be confiscated. Money will be returned at the end of the day, from Student Reception. Other items will be disposed of.

PE KIT:

To be worn during PE lessons and wellbeing clubs only. Students are not allowed to wear their PE kit during morning line-up and Collective Time.

- A generic, plain white PE polo shirt or a CGA polo shirt.
- An optional purple academy hoodie. No other jumper, hoodie or sweatshirt is allowed.
- Plain black tracksuit bottoms, sports leggings, PE skirt or shorts
- White socks and sports trainers
- Roll-on deodorant
- Jewellery needs to be removed
- Long hair needs to be tied up.

OUTDOOR WEAR:

- Outdoor wear can be worn to and from the academy, including rain and snow boots in poor weather, but must not be worn around the academy site or inside and must be stored in students' lockers.
- Outdoor wear, including hats, scarves, gloves and sunglasses, can be worn outside at break only.

HAIR & JEWELLERY:

- Clapton Girls' Academy is signed up to the Halo Code, creating an environment welcoming all Black/Afro hairstyles, without a fear of judgement or reprimand.
- Hair accessories apart from headbands can be any colour.
- Any width of headband is allowed but it must be plain black.
- Any headscarf may be worn but the colour must be plain black and any embellishments must also be plain black.
- Jewellery must be minimal and is limited to: two pairs of stud earrings (smaller than a 5p piece), one small flat stud in the nose, one flat ring on each hand, one neck chain, and one watch.
- Only minimal, natural make-up is allowed.
- False eyelashes and fake nails are not allowed.
- Nails must be kept short.
- Visible eye makeup including eyeliner and eye shadow



School uniform

Clapton Girls' Academy headscarf (hijab) with lilac trim or plain black headscarf (any embellishments must also be plain black).

Jewellery must be minimal.

If worn, two small pairs of earrings, smaller than a 5p piece.

Minimal, natural make-up. No false eye lashes.

Only one flat nose stud. No other face piercing.

Clapton Girls' Academy blazer.

Clapton Girls' Academy jumper with or without sleeves.

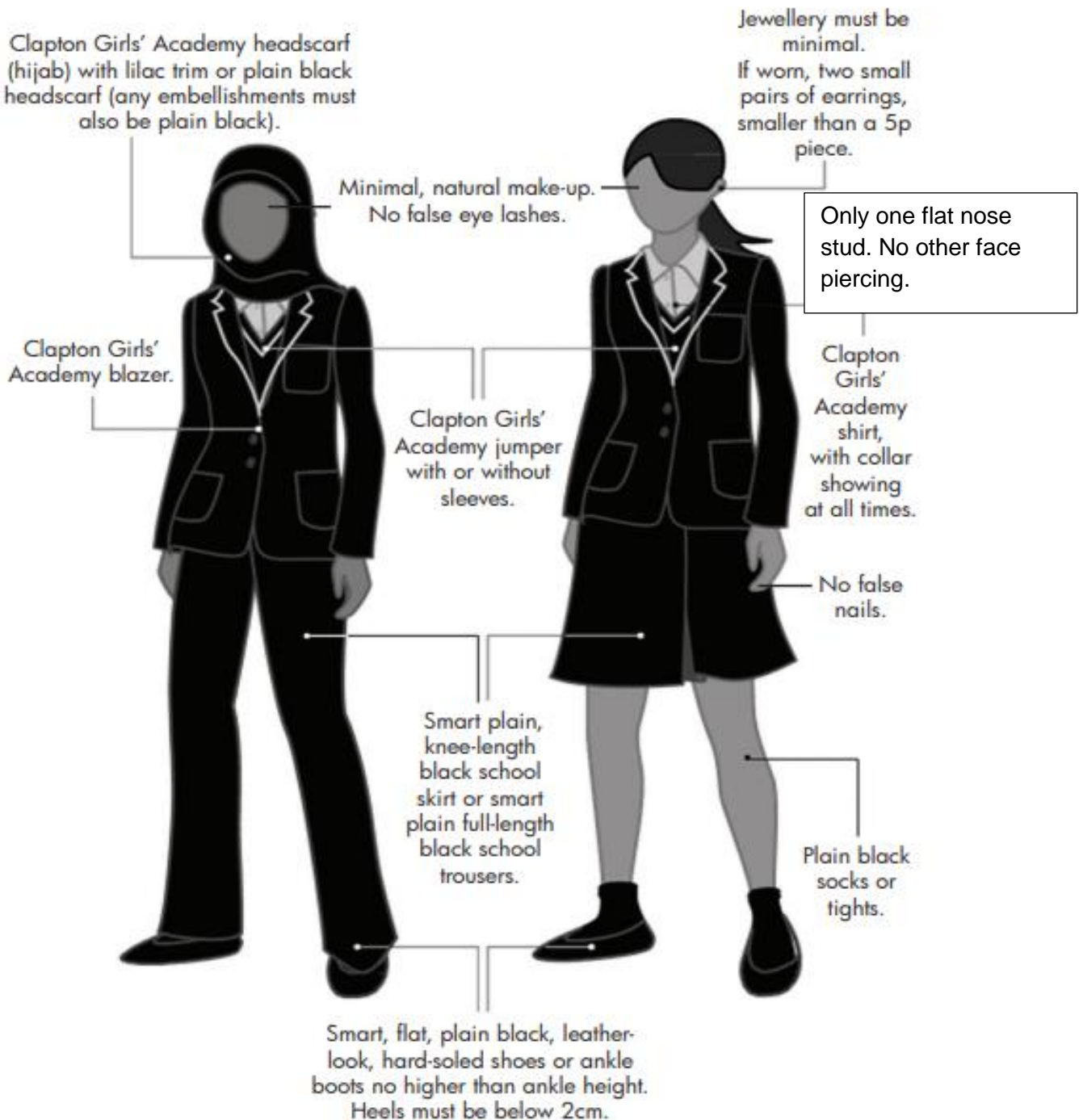
Clapton Girls' Academy shirt, with collar showing at all times.

No false nails.

Smart plain, knee-length black school skirt or smart plain full-length black school trousers.

Plain black socks or tights.

Smart, flat, plain black, leather-look, hard-soled shoes or ankle boots no higher than ankle height. Heels must be below 2cm.



Appendix 2: SIXTH FORM UNIFORM CODE – September 2023

UNIFORM:

YEARS 12 & 13

SEPTEMBER 2023



Sixth Form students at Clapton Girls' Academy may wear what they wish, but are expected to dress appropriately for an educational environment. Students should not dress in a manner likely to offend public decency, or wear clothing which prevents or interferes with identification. These rules also apply to those sitting public examinations. If a student's clothing is in breach of this policy, the student will be required to change.

MOBILE PHONES:

- Students may use their phones socially in The Zone. They are also allowed to use their phones for learning purposes in independent study areas around the academy e.g. during supervised study in the Dining Pavilion, in the Learning Resource Centre or in the sixth form learning area by the sixth form office.
- Sixth form students using their phones outside of these designated areas will be asked to put their phones away. If students do not follow these instructions, their phone will be confiscated and placed in Student Reception where it can be collected at the end of the school day. Repeated confiscations will result in an afterschool detention being issued and parents being asked to attend an in-person meeting.
- Sixth form students must not use their phones when walking around the academy site outside (corridors and hallways). They must also keep their phones out of sight while in the Pankhurst courtyard or other spaces shared with Years 7 to 11.
- Sixth form students are not allowed to use their mobile phones to capture video footage or take photographs of the academy grounds. It is also strictly forbidden for students to use their mobile phones to film or photograph other students or any members of staff, unless for learning purposes.
- Regardless of circumstances, no one should be photographed, filmed or recorded without their explicit consent.

EQUIPMENT:

Sixth Form students need a smart, practical bag large enough to accommodate A4 size exercise books and folders and equipment for learning, including mobile device e.g., Chromebook.

LANYARDS:

Lanyards are issued to Sixth Form students and must be worn at all times for safeguarding. Year 12 have purple lanyards and Year 13 have black lanyards. Lanyards must be visible when students come through the gates, in the morning.

Students in the Sixth Form are NOT permitted to wear the following:

- See-through clothing
- Strapless tops/ cut off tops which expose bare midriff/tops with spaghetti straps/tops which reveal underwear
- Very short or cut off shorts/miniskirts and dresses – even with tights
- Flip flops / Sliders – footwear must have a back
- Jewellery and makeup should be minimal

Students whose clothes do not meet CGA dress code and those wearing clothes that have an offensive picture or slogan will be sent home to change or will be to wear alternative clothing provided by the academy.

The Head of Progress decision is final.

Prohibited items that should NOT be brought into the academy:

- Sweets, chocolate, fizzy drinks, crisps, nuts or nut products.
- Make-up and other cosmetics
- Spray-on deodorant or hair spray
- Money and expensive items
- Vapes
- Lighters
- Cigarettes, drugs and alcohol
- Sharp items that can cause injury (paper cutters, box cutters, tweezers, nail clippers, comb with sharp/metallic tail)

Items prohibited by DfE guidance

- Knives and weapons (including craft knives)
- Alcohol
- Illegal drugs
- Stolen items
- Tobacco, cigarette papers
- Fireworks
- Pornographic images
- Any article that has been or is likely to be used to commit an offence, cause personal injury or

Appendix 3: Unauthorised clothing items

At CGA, we wear our uniform with pride. It represents our community and our sense of unity and as such, it must be worn by all students.

The following items are not part of the academy's uniform and must not be worn at school.

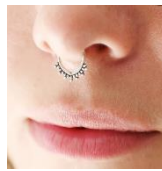
Years 7 to 11



Ripped tights



Black jeans/
denim trousers



Septum jewellery/
Nose rinas



Multiple jewellery items
(only one of each is allowed)



Hoodies or
non-uniform outerwear



Stockings



Fake lashes



visible eye makeup
(including eye shadow
and eyeliner)



False nails



Culottes and Bermudas



Non-polishable/canvas
shoes



Mini-skirts and
tube skirts



Hair bonnets



Ruffle socks



Sports socks



Coloured socks



Hats and caps



Coloured hairscarves



Novelty headwear

Sixth Form



Sliders



Mini-shorts



Crop tops



Hair bonnets

Appendix 4: UNIFORM LETTER TO PARENTS

Dear parent/carer,

I am writing to make you aware that your child is not wearing the correct school uniform.

You can find a description of the uniform on the academy's website.

Your child is wearing the following incorrect uniform item today: _____

The academy's uniform expectations are very clear and can be consulted on the school's website or your child's school planner. There have been many reminders about uniform and we are here to support with any uniform needs. However, if students continue to wear the incorrect uniform after the issuance of this letter, they will need to work in the SSC and attend a 30-minute detention after school until they have the correct uniform.

If you are currently experiencing financial hardship and would like assistance purchasing a uniform, please contact your child's Head of Year at 020 8985 6641 or email cga@clapton.hackney.sch.uk

Exceptionally, your child was offered a pre-owned uniform item to wear today, so that they could attend their lessons. Please contact the school if you object to this arrangement.

We would appreciate your support in ensuring your child is in the correct uniform.

If you would like to discuss anything in relation to your child's uniform, please email me on kbergame@clapton.hackney.sch.uk

Yours sincerely,