

## Uniform and Appearance Policy

At Michaela, we believe the school uniform achieves three important goals:

- **It encourages a sense of community identity and pride.** By wearing the same badge and the same clothing, pupils are encouraged to think of the needs of the community as well as their own individual needs.
- **It encourages our pupils to develop habits for life.** By learning to polish their shoes, fold trousers or hang up their blazers, pupils learn the habits of discipline and personal responsibility that will stay with them for life.
- **It prevents unkindness or bullying while keeping costs down.** By requiring all our pupils to wear the same low-cost uniform, we reduce the incentive for pupils to ask parents for the latest (and most expensive) items of fashion. As a result, costs are kept as low as possible and no child can be seen to be poorer or wealthier than any other.

However, for our uniform policy to be successful, it must be implemented universally and without exception. Our parents understand this and so support us at home to uphold the School's high standards.

We expect shoes to be polished at least once each week. We expect pupils to wear a clean shirt every day. We expect sports kit to be washed every time it is worn. We expect children to shower daily and use deodorant as appropriate.

This may seem obvious, but, sadly, there are some pupils whose poor personal hygiene is embarrassing for them. With care and attention, it can easily be avoided.

We understand that, for some families, finances are tight. We believe that, by doing all we can to keep items of fashion out of school, we help families to keep costs down. Nevertheless, if you do have an individual problem, or you are unsure about an item of clothing, please do not hesitate to contact your child's Head of Year who will deal with your enquiry in the strictest confidence.

### Sections:

- A. [School uniform](#)
- B. [Sports Kit](#)
- C. [Labelling](#)
- D. [Boys' Hair](#)
- E. [Girls' Hair](#)
- F. [Headscarves](#)
- G. [Shoes](#)
- H. [Belts](#)
- I. [Make-up](#)
- J. [Jewellery](#)
- K. [Other accessories](#)
- L. [Items of religious significance](#)
- M. [Confiscations](#)
- N. [Uniform outside of school](#)

## A. School uniform

At Michaela, we only allow skirts, trousers, jumpers, blazers and ties and the Michaela sports kit that are purchased through our supplier. This is a way in which we ensure that each of our pupils looks as smart and as professional as another.

Our supplier also offers shirts, a coat and scarf, as well as other items, but it is not compulsory for parents to purchase these items through our supplier.

**Please note that some items are compulsory, whereas others are optional.** Items marked with an asterisk (\*) can only be bought via the following supplier:

**Rumbles School Uniforms Shop**  
[www.pbuniform-online.co.uk/michaelacommunity](http://www.pbuniform-online.co.uk/michaelacommunity)  
020 8902 1393

| Girls  | Boys   |
|--|--|
| <b>Compulsory items</b> <ol style="list-style-type: none"><li>1. Navy blue Michaela blazer with badge*</li><li>2. Michaela tie*</li><li>3. Michaela charcoal school jumper*</li><li>4. Michaela navy skirt with gold piping or standard charcoal trousers*+</li><li>5. Michaela navy bag with school logo*</li><li>6. Dark coloured coat without logos/ patterns, no denim/leather (standard Michaela logo-free coat recommended*)</li><li>7. White collared shirt</li><li>8. Plain charcoal, navy or black tights or socks</li><li>9. Plain black flat shoes (no trainers, no boots, no logos)</li><li>10. Michaela water bottle*</li></ol> | <b>Compulsory items</b> <ol style="list-style-type: none"><li>1. Navy blue Michaela blazer with badge*</li><li>2. Michaela tie*</li><li>3. Michaela charcoal school jumper*</li><li>4. Michaela charcoal trousers*+</li><li>5. Michaela navy bag with school logo*</li><li>6. Dark coloured coat without logos/ patterns, no denim/leather (standard Michaela logo-free coat recommended*)</li><li>7. White collared shirt</li><li>8. Plain charcoal, navy or black socks</li><li>9. Plain black flat shoes (no trainers, no boots, no logos)</li><li>10. Michaela water bottle*</li></ol> |
| <b>Optional items</b> <ol style="list-style-type: none"><li>11. Plain dark gloves without logos</li><li>12. Plain dark scarf without logos</li><li>13. Plain dark woolly hat without logos</li></ol>   | <b>Optional items</b> <ol style="list-style-type: none"><li>11. Plain dark gloves without logos</li><li>12. Plain dark scarf without logos</li><li>13. Plain dark woolly hat without logos</li></ol>   |

+ Trousers must be long enough to touch the shoe when a pupil is standing.

**Any pupil not in possession of one of the items of compulsory uniform will be placed in referral until a parent or guardian can bring the correct item to school.**

## **B. Sports Kit**

All items marked with an **asterisk\*** must be purchased through Rumbles School Uniform shop.

All items must be clearly marked with the pupil's full name.

| <b>Girls</b>  | <b>Boys</b>  |
|---|--|
| <ol style="list-style-type: none"> <li>1. Michaela sports top with school logo*</li> <li>2. Michaela navy PE shorts or plain navy PE skort (shorts/skort combo)*</li> <li>3. Football socks*</li> <li>4. Plain navy sports fleece *</li> <li>5. Plain navy PE bottoms, full length*</li> <li>6. Plain navy PE long-sleeved base layer (optional)</li> <li>7. Training shoes suitable for in and outdoor use. These must be black. We do accept logos on trainers. Please choose a style with a small, subtle logo that cannot be seen from a distance. These must NOT have spikes.</li> </ol> | <ol style="list-style-type: none"> <li>1. Michaela sports top with school logo*</li> <li>2. Michaela navy PE shorts or plain navy</li> <li>3. Football socks*</li> <li>4. Plain navy sports fleece *</li> <li>5. Plain navy PE bottoms, full length*</li> <li>6. Plain navy PE long-sleeved base layer (optional)</li> <li>7. Training shoes suitable for in and outdoor use. These must be black. We do accept logos on trainers. Please choose a style with a small, subtle logo that cannot be seen from a distance. These must NOT have spikes.</li> </ol> |

**Any pupil not in possession of one of the items of compulsory uniform will be placed in referral until a parent or guardian can bring the item to school.**

## **C. Labelling**

All items of clothing (including bags) must be clearly marked with the pupil's full name. Labels are available through 'Rumbles' for this purpose. Sew-on labels are preferable to iron-on labels and black permanent markers may be used but names should be written large and clear.

All items not marked with an asterisk in the uniform and in sports kit lists must be completely plain. No logos, patterns or embellishments of any kind are allowed.

**Should there be any questions as to what acceptable school uniform is please contact the school to check before purchase.**

## **D. Boys' Hair**

Pupils' hair must be in a conventional and understated style. Boys' hair must be no longer than collar length and kept short on top. In addition, there should be no contrast between the top of the hair and the sides. Short sides must be faded gradually into the top of the haircut so there is no noticeable 'step' or layering.

Some specific styles that are not permitted:

- 'Skin fades' where the pupil's hair is cut below a Number 1 on the sides.
- Hair that is teased, backcombed or be covered in excessive product (wax, gel etc.)
- Patterns shaved into a pupil's hair or eyebrows, including an artificial parting.
- High or flamboyant hair styles, such as a 'Mohican'.
- Any unnatural colours.
- Styles that block the view of others in any way.
- Styles that hide the face.
- Heavy floppy styles or large quiffs at the front.
- Any other hairstyles that the School considers to be inappropriate.

[Please click here to see examples of what is and is not acceptable.](#)

Boys in Years 7-11 are not permitted to grow facial hair. This is a privilege given to students when they are admitted to the 6<sup>th</sup> form.

However, this list is not exhaustive and the School's decision on what is/is not acceptable is final.

**Pupils whose haircut is not deemed by the School to be an acceptable style will be placed in referral until a parent or guardian gives permission for the pupil to return to the barber and have the haircut changed.**

**Pupils whose hair needs to 'grow out' must remain in referral until the hair is an acceptable length. Pupils are not permitted to spend this time at home. Any days at home while hair is growing out must be made up in referral on the pupil's return.**

## **E. Girls' Hair**

Girls' hair must be also be in a conventional and understated style. Any hair clips or hair bands must be subtle and black or navy blue in colour.

Some specific styles that are not permitted:

- Styles where large bunches, buns or pony-tails on top of the head obscure the views of pupils sitting behind in class.
- Bows, flowers or other adornments in the hair.

- Gelled edges where the intention is to decorate the hair.
- Unnatural colours or extensions.
- Styles that hide the face.
- Patterns shaved into the pupil's hair or eyebrows.
- Any other hairstyles that the School considers to be inappropriate.

However, this list is not exhaustive and the School's decision on what is/is not acceptable is final.

**Pupils whose haircut is not deemed by the School to be of an acceptable style will be placed in referral until a parent or guardian gives permission for the pupil to return to a hairdresser.**

## **F. Headscarves**

Some of our girls may choose to wear headscarves. If so, these headscarves must look conventional and understated in style.

- Headscarves must be black or dark blue.
- Pins or clips must be small, dark in colour and understated.
- There can be no decorations such as sequins or patterns.
- Material must not be too long at the front or the back so as to obscure the uniform or look untidy. At the front, headscarves material must not go below the V-neck of a jumper or equivalent.
- If pupils choose to wear a headscarf, it must completely cover the hair.

[Please click here to see examples of what is and is not acceptable.](#)

**Pupils whose headscarf is not deemed by the School to be of an acceptable style will be given an opportunity to tidy the headscarf in private without consequence. However, if the headscarf persistently remains of an unacceptable style, the pupil's parents will be called, and further consequences may follow.**

## **G. Shoes**

### **School shoes**

School shoes should be black, flat and logo-free. The style should be traditional, avoiding the appearance of a trainer.

Some specific styles that are not permitted:

- Styles that appear to be more like sports trainers than professional black shoes.
- Boots or ankle boots.
- Suede shoes.
- Styles that have more than one Velcro-fastener.

- Styles with obvious logos or branding.
- Elaborate buckles or decorations or patterns.

However, this list is not exhaustive and the School's decision on what is/is not acceptable is final.

If parents are unsure as to whether a particular style will be accepted, they must send a picture of the shoe to the School *before* purchasing.

[If in doubt, please consult the following pictures to see what is/is not acceptable.](#)

**Pupils wearing unacceptable shoes to school will be placed in referral until a parent or guardian can bring an acceptable pair of shoes to school.**

Parents who are struggling to find acceptable affordable shoes are encouraged to contact the School who will be happy to recommend appropriate footwear.

### **Sport trainers**

Black trainers are the only colour of trainer which we accept for sport days. They should be entirely black with no logos, or logos which are entirely black and very difficult to see. We want to discourage pupils feeling pressure to have expensive trainers, as well as ensuring pupils look smart in lessons even on sport days.

[Please click here to see examples of what is and is not acceptable.](#)

### **H. Belts**

Michaela trousers come with a belt included. This belt is a perfect example of an acceptable Michaela belt and we highly recommend that pupils stick with this supplied option. If a pupil wears a different kind of belt, they must be in line with our policy.

Belts must:

- Be black.
- Be leather (or leather effect).
- Have a small, professional buckle.
- Have no obvious branding.

[Please click here to see examples of what is and is not acceptable.](#)

**Belts that are unacceptable will be confiscated and returned at the end of the half-term in line with our confiscation policy.**

## **I. Make-up**

Pupils in Years 7 to 11 must not wear any make-up whatsoever. If found to be wearing make-up of any description pupils will be asked to remove it immediately. Failure to do so will result in immediate referral. Nail varnish of any description, as well as nail extensions, are similarly forbidden.

Pupils are not allowed to wear henna. Pupils who come into school with henna visibly adorned on the hands will have to cover this with gloves.

## **J. Jewellery**

Michaela operates a strict no jewellery policy for both boys and girls.

Specific items that are not allowed:

- Earrings or ear studs of any sort.
- Piercings of any sort.
- Bracelets.
- Rings.
- Necklaces or chains.

**Any jewellery worn by the pupil while in school uniform will be confiscated and returned at the end of the half-term in line with our confiscation policy.**

## **K. Other accessories**

Glasses worn by pupils in school should be black or navy and without patterns, logos or embellishments.

The School does permit pupils to wear watches but they should be plain and understated in style. Oversized fashion watches, watches in bright colours and watches worn as jewellery are not acceptable.

[Please click here to see examples of what is/is not acceptable.](#)

The School's decision on what is/is not acceptable is final.

**Any unacceptable watches worn by a pupil while in school uniform will be confiscated and returned at the end of the half-term in line with our confiscation policy.**

## **L. Items of religious significance**

The Headmistress may grant exceptions to any of the above, but only where this is required as a matter of **sincere religious observance** and where this can be substantiated by a letter from the leader of the relevant religious community. The School's decision is final.

## **M. Confiscations**

If a pupil is wearing any unacceptable items, (s)he will be expected to remove it immediately. The item(s) will be held in the school safe and will be returned at the **end of the half term**.

||  
If an item is confiscated within the last two weeks of a half term it will not be returned until the end of the **following** half term. This applies in all six half-terms and means confiscated items are held over school holiday periods. This can mean a confiscation period of up to sixteen weeks.

## **N. Uniform outside of school**

Pupils should either be in their school uniform, their school sports kit or their 'home clothes'. There should be no 'mix and match' at all. Pupils are told that, if they wish to wear their home clothes after school, they must return home and change *completely*.

**Any pupil seen mixing their uniform or sports kit with their home clothes will be placed in referral the following day.**

Those pupils who are going to after-school activities or clubs that are off-site are permitted to have clothes to change into in their bags. However, in these cases, the parents of the child must inform the School via letter or email.

**Pupils who are found to have home clothes in their school bags and *do not* have a note explaining why this is the case, will have those clothes confiscated until a parent or guardian can come to collect them.**

### **Approval by Governing Body and Review Date**

This policy and plan has been formally approved and adopted by the Local Governing Body at a formally convened meeting.

Signed:   
Chair of Governing Body

Date: 03 July 2017

Review date: July 2018

**End of Statement**



**Uniform and Appearance Policy Image Appendix**

**D. Boys' Hair - Unacceptable Haircuts**



**F. Headscarves**



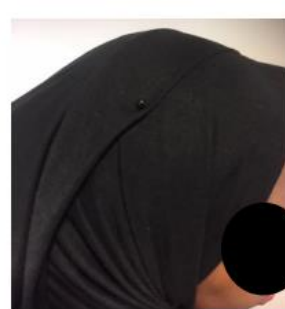
Headscarf is black and it is tucked in all the way around.



Headscarf is dark blue and although it is a looser style, the material does not go below a few inches.



Headscarf is black and although it is not tucked in at the back, the material does not go below a few inches.



Small dark coloured pin.

### G. School Shoes - Acceptable School Shoes



### G. Shoes - Acceptable Sport Trainers



## H. Belts



**Why?**

- Black
- Leather effect
- Small, professional buckle
- No obvious branding



**Why not?**

- Brown not black



**Why not?**

- Fabric, not leather effect



**Why not?**

- Unprofessional buckle



**Why not?**

- Unprofessional buckle
- Obvious branding

**K. Other Accessories – Appropriate Watches**

