



AL BASMA BRITISH SCHOOL

**2023-2024**

**Policy: School Uniform and Staff Dress Code**

## Policy: School Uniform and Staff Dress Code Corresponding to Private Schools' Policy (30) and Article (35) of the Organising Regulations

### DEFINITION(S):

For the purpose of this policy a **school uniform** is defined as a limited range of clothing, including footwear and headwear for daily wear and a **PE uniform** for wear during PE lessons. It identifies students as belonging to Al Basma School. Al Basma School expects students to wear the uniform during school hours, while travelling to and from school, and when engaged in school activities out of school hours. **Staff Dress Code** refers to the rules defining appropriate dress for all Al Basma staff. **The School** refers to Al Basma British School.

### PURPOSE(S):

- To ensure school uniform and staff dress are aligned with the expectations of the ADEK Cultural Consideration Policy January 2024.
- To engender a community feel among staff and students and pride in their belonging to the Al Basma school community.
- To reflect school community standards and expectations.
- To ensure school uniform and staff dress code are consistent with work health and safety, anti-discrimination and equal opportunity legislation.
- To reflect the diverse nature of the student and staff population in the school and not disadvantage any student. Economic, personal, social and cultural factors affecting students and their families must be considered when deciding on items of uniform. Other considerations, such as body shape or religious requirements should be taken into account in making a final decision on the design and fabric of school uniforms.

### POLICY:

#### School Uniform

The school's uniform policy and school uniform requirements should be reviewed at least every five years and amended where necessary. Groups within the school community may also seek a review when circumstances change significantly or issues arise.

All students should wear the school uniform on a daily basis, this consists of:

#### Girls

Black school shoes

White ankle or knee length socks or black tights

White long sleeved under vest and black leggings (optional)

School Polo shirt with logo

Girls' school shirt with logo (Y12 & 13)

School culottes or long school skirt or

Pinafore is optional for Y6 to 11

Black smart trousers (Y12 & 13)

School fleece jacket

Blue, white or black headscarf

### **Boys**

Black school shoes

Black or white socks

White long sleeved under vest (optional)

School polo shirt with logo

Boys' School shirt with logo (Y12 & 13)

School knee length shorts or long pants

Black smart trousers (Y12 & 13)

School fleece jacket

Students in Year 7 to 13 should wear a lab coat for science experiments and an apron for Art or DT practical lessons for health and safety reasons

### **PE Uniform**

PE T shirt in house colours

PE track pants or knee length PE shorts

Trainers (any colour) – NO FOOTBALL BOOTS

- PE uniform for students up to Year 6 should be worn for the days when they have a PE lesson.
- Students in Year 7 to 13 should get changed into their PE uniform for PE lessons for health and hygiene reasons.
- If the PE lesson for Y7 to 13 is P1&2 students can come to school in their PE uniform and get changed into their school uniform after the PE lesson.
- If the PE lesson for Y7 to 13 is P9&10 students can leave school in their PE uniform.
- Single gender changing rooms are provided.

### **PE T Shirts**

Students should be informed of their house during the registration process so that the PE T-shirt can be purchased at the same time as the school uniform. Parents should be informed not to purchase a PE T-shirt until they have been informed which house their child is in.

## **Swimming Uniform**

### **Girls**

Black or blue one piece swimming costume and swimming cap

### **Boys**

Black or blue knee length swimming shorts and swimming cap

No long board shorts or swimming shorts with pockets are allowed in the pool

## **Accessories and makeup**

Hair longer than shoulder length should be tied up at all times

Jewellery should be kept to one pair of small studs and a watch for health and safety reasons

Makeup should not be noticeable (If a member of staff can tell that a student has make up on they have too much on)

Nail varnish should be discrete

Hair colour should be natural

## **WeAreOne T-shirt Days**

On days designated in the calendar as WeAreOne Days, students should wear a WeAreOne@abbs T-shirt which can be worn with school uniform instead of the school Polo shirt or with jeans, joggers or other appropriate pants and a pair of trainers.

WeAreOne@abbs T-shirts promote a sense of belonging to a school community that contributes to the well being of its local, regional and global community. We wear our WeAreOne@abbs T-shirts on days when we join together as a whole school community with a collective purpose to support or improve our school community or the wider community whether that be through anti-bullying, tolerance, charity, cultural diversity or conservation and sustainability events.

## **Implementing school uniform requirements**

- Procedures and sanctions applied when addressing non-conformity with the school uniform policy should be fair and consistent.
- Sanctions for failing to follow the School uniform policy will be proportional to the violation and will escalate through the disciplinary sanctions stated in the student behaviour policy.
- Students will not be excluded from participating in essential curriculum activities due non conformity with the school uniform policy except where exclusion is necessary for reasons of safety. In this situation, alternative educational activities must be provided.
- Students may be excluded from PE or swimming if they do not have the correct uniform to avoid health and safety or hygiene issues. This is particularly the case with footwear for PE.

- Students may be excluded from curriculum activities such as science experiments, Art or DT practical work if they do not have their hair tied up or if their clothing poses a health and safety risk.
- Positive reinforcement and encouraging responsible behaviour are the preferred approaches to ensuring students wear the school uniform as stated in this policy.

The homeroom teacher is responsible for monitoring school uniform compliance.

Three warnings should be issued and students lose 5 minutes of golden time each time. After this a uniform letter should be sent home with a week given for the parent to purchase the appropriate item. After three letters have been sent home the Head of Year will call the parents and reiterate the need for and purpose of a school uniform. After 3 calls the AVP will call followed by the VP and Principal at three week intervals.

Suspension or expulsion solely for non-compliance with uniform requirements will not occur.

Student admission and reregistration is not contingent upon adherence to school uniform policy.

Students should not be disadvantaged where required uniform items are not available because of circumstances beyond their control. Therefore sanctions will not be imposed if stock is not available at the suppliers and alternative provisions will be made.

### *Change to school uniform requirements*

Any change in school uniform has significance not only for students and their parents or carers but also for those agencies that supply school uniforms.

If after a process of consultation with students, teachers and parents or carers, Al Basma school proposes a change in school uniform we will announce our decision early in the school year preceding the change. All parents or carers and, as far as is practicable, all retailers concerned will be notified. A period of transition will be allowed where both old and new uniform items are allowed to avoid unnecessary cost and waste. Students in their final year of school, during this transition period, will have the option to continue in the old school uniform.

### *Staff Dress Code*

Everyone has a role in setting the standards for the school. Teachers and other school staff model appropriate standards for students. They should dress in a professional manner at all times.

**UAE Nationals**

Appropriate national dress for a professional context

**All Other Staff**

Professional dress at all times unless informed that there is a different dress code for an educational visit or event.

Clothing should not be too tight fitting, sheer or revealing

All tattoos must be covered at all times

Piercings must be limited to one pair of small stud earrings in the ear lobes. All other piercings must be removed or covered at all times.

Other items of jewellery and make up should be conservative

**Males**

Short or long sleeved formal collared shirt

Smart pants (no jeans)

Closed shoes

**Females**

Formal, skirt, dress or pants to cover the knee (no jeans)

Top must cover the shoulders, top of the arms and décolletage (no jean material)

Sandal or shoe – no flip flops/slippers (except for poolside)

**PE staff**

PE staff must wear the PE staff uniform provided by school at all times

Where staff uniform is not available:

Clothing must be navy blue or black and discreetly branded

Shorts must reach the knee

Pants should not be bodycon or lycra

Tops should be loose and not tight fitting

Shoes should be appropriate

**Educational Visits and Events**

Clothing and footwear should be appropriate for the context and meet the requirements of the ADEK Cultural Consideration policy.

Staff will only be permitted to wear informal dress or sportswear in accordance with the student dress code for the educational visit or event.

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### *Implementing the dress code requirements*

In extreme cases staff will be asked to go home and change.

Sanctions for failing to follow the Staff Dress Code will be proportional to the violation and will escalate through the disciplinary sanctions stated in the Cultural Consideration Policy Compliance Procedures document as stated below:

*Sanctions imposed for violations of the Cultural Consideration Policy due to negligence or lack of understanding will be proportional to the violation and will escalate through the disciplinary sanctions in relation to whether it is the first, second, third or fourth violation. In all instances the fourth violation will be considered to have been committed due to malicious intent or gross negligence.*

1st violation - informal verbal reminder

2nd violation - verbal warning

3rd violation - written warning

4th violation - final written warning

### **ROLES AND RESPONSIBILITIES:**

#### **The Principal will:**


Ensure that the school uniform policy is developed and reviewed collaboratively with the school community.

Oversee the shared responsibility for ensuring that students are encouraged to wear school uniforms that meet agreed community standards and adhere to PSQA regulations and policies.

Provide parents or carers with the school's uniform policy and school uniform requirements and all staff with the staff dress code.

Ensure that the documentation of the school's uniform policy, staff dress code and the school uniform requirements are published on the school website.

Ensure staff dress code is adhered to by all staff and agreed sanctions are implemented for breaches of the dress code.

<b>Reviewed:</b>	<b>15/02/2024</b>
<b>Approved By Board of Governors:</b>	
<b>Principal Approval:</b>	
<b>Review Date:</b>	<b>01/09/24</b>