

STUDENT UNIFORM AND DRESS CODE POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact Keysborough Secondary College. Phone 03 9798 1877 – Acacia Campus or 03 9546 4144 – Banksia Campus or email at: keysborough.sc@education.vic.gov.au.

PURPOSE

Keysborough Secondary College students are encouraged to take pride in their appearance and wearing of their school uniform. At Keysborough Secondary College we expect all students to make a commitment to always wear their school uniform correctly and consistently.

The purpose of the Keysborough Secondary College Student Uniform and Dress Code Policy is to document student dress and appearance requirements, policy implementation and exemption processes.

This uniform policy has been developed by Keysborough Secondary College Council in close consultation with our school community to ensure that it respects the rights of individual students whilst reflecting the values and interests of our community.

Aims

The Student Uniform and Dress Code Policy aims to:

- promote equality amongst all students, catering to all gender identities and cultural requirements
- foster student pride in their appearance and connectedness to Keysborough Secondary College
- support Keysborough Secondary College's commitment to ensuring that the uniform is durable, cost effective and practical in the education environment
- reduce student competition based on clothing and accessory choices
- enhance the positive profile and identity of the school and its students within the wider community.
- provide a comfortable uniform suitable for all school activities and classes

Principles

It is a requirement for College Councils to develop, implement and review their student dress code and uniform policy. The policy sits within the Student Wellbeing and Engagement Policy Framework and reflects the College community's aspirations and the unique context of Keysborough Secondary College.

This is critical to embedding a positive school culture and supporting Keysborough Secondary College's strategic aims.

Inclusions

In developing a dress code and uniform policy the Keysborough Secondary College Council has considered:

- whether or not the school will have a school uniform
- whether or not any such uniform will be compulsory
- equitability and inclusion
- clothing for specific activities (such as sport, laboratory experiments, bags)
- exemption grounds
- methods of enforcement consistent with the Department and local school policies on discipline and student engagement.

Further, to establish and review the policy the Keysborough Secondary College Council:

- will work with the school community when developing and reviewing the policy

- assist families having difficulties with uniform costs
- ensure that measures used to enforce the dress codes are consistent with the Department's [Student Engagement](#) Policy and Guidance and the school's Student Engagement Policy
- determine arrangements for the supply of school uniform items (including items which do not need to be purchased through the agreed supplier)
- must comply with written agreements with uniform suppliers and may be subject to legal proceedings if a dispute arises between the parties
- must not make any misrepresentations while making agreements with suppliers.

The Keysborough Secondary College Keysborough Secondary College Student Dress Code and Uniform Policy includes:

- exemption processes
- health and safety considerations including those relating to sun protection and risks from jewellery, cords, chin straps, drawstrings, or school bags
- requirements relating to uniform supply arrangements.

This policy must not directly or indirectly discriminate against students based on sex, gender, physical appearance, weight, race, ethnic group, nationality, religious beliefs, colour, disability, or socio-economic circumstances.

All aspects of the College uniform must comply with OHS standards and policies. Where items do not meet OHS standards, they must be removed upon request by any member of the College staff unless a written exemption is provided from the College Principal their nominee. Where an exemption is provided an equivalent activity will be arranged for the student.

Keysborough Secondary College will ensure that this Student Uniform and Dress Code Policy is available to all families and students through our website and on COMPASS. A hard copy of the Student Uniform Policy will be provided to all new students.

This Student Uniform and Dress Code Policy will apply to all students enrolled at Keysborough Secondary College.

Purchase of uniforms

- Uniform items can be purchased from [Belgravia Apparel Dandenong](#) located at 8/169 Cheltenham Rd Dandenong VIC 3175 or can be ordered directly from the College website.
- Second-hand uniform sales will be conducted at the Banksia Campus on behalf of the whole school and will be advertised via COMPASS. Times when the second-hand uniform shop is open will also be advertised on COMPASS.
- Non-Keysborough Secondary College logoed items detailed in the policy can be purchased from Belgravia Apparel Dandenong.

Families experiencing difficulties

- Please contact the Wellbeing Assistant Principal or the Keysborough Secondary College Business Manager to discuss support options that may be available to Families experiencing difficulties meeting uniform costs, including information about eligibility for uniform support through State Schools' Relief. Further information about [State Schools' Relief](#) is also available on their website.
- Keysborough Secondary College also has some uniform items available to families to borrow on request.

Disciplinary decisions

- Breaches of the Keysborough Secondary College Student Dress Code and Uniform Policy are determined by College Principal or the Campus Assistant Principal.
- Such determination will include the nature of the breach and the consequences to be imposed on an individual student for not complying with the policy.
- Possible disciplinary outcomes are specified in the policy and are in accordance with relevant Departmental policies.

SCOPE

Principles

Keysborough Secondary College students are encouraged to take pride in their school uniform. All students are to wear their school uniform correctly and consistently.

Compulsary Uniform Items

The full list of Keysborough Secondary College's compulsory uniform items is available in **Appendix A** of this policy.

Uniform Rules

- All items must be official college uniform from [Belgravia Apparel Dandenong](#) located at 8/169 Cheltenham Rd Dandenong VIC 3175 or supplied through the school (except for shoes, socks, sport shorts, leggings, track pants, skins, socks and tights).
- Uniform rules apply:
 - at school
 - travelling to or from school
 - participating in school activities
 - when attending school activities
- Uniforms must always be worn as outlined in the rules, be neat and tidy, and be kept in a good state of repair.
- Pants/trousers must not touch the ground.
- Shorts are not to be turned up to create cuffs.
- Dresses, shorts and skirts hemline no shorter than mid-thigh.
- Infringements will be treated as an 'Out of Uniform' issue.
- Non uniform jackets, jumpers and hoodies are not permitted; however, a rain jacket can be worn to and from school when the weather is wet.
- Plain black scarves and black gloves can be worn. They are not to be worn inside the classrooms unless an exemption is granted by the principal or their nominee.
- Black caps/bucket hats without any advertising or sponsorship logos can be worn during Phys Ed/Sport lessons and outside during recess and lunch times. Caps/bucket hats must be placed in lockers during class times.
- Any clothing worn under the uniform to provide extra warmth must not be visible.
- Plain wrap-around style sunglasses can be worn for outdoor activities and at recess and lunchtime. They must not be worn indoors.
- Students must wear items from either the Academic uniform lists or Sport uniform lists. Combining items from these two lists will be interpreted as being out of uniform.

Academic uniform items

Purchase from the college uniform supplier [Belgravia Apparel Dandenong](#) or as second-hand items through the College, exceptions to this are marked as "any store."

- V Neck Jumper (Purple)
- Summer dress
- Short Sleeve shirt
- Long Sleeve shirt
- Box Pleat Skirt
- Black shorts
- Black pants
- Trousers
- Blazer (Years 10, 11 and 12)
- Tie (when wearing a white shirt)
- Black or white socks (no logos – any store)
- Black tights (no logos – any store)
- Black lace-up shoes

Additional items that can be worn with the Academic uniform items are listed below under Universal uniform items and Optional academic uniform items.

Physical education/sport uniform items

Purchase from the college uniform supplier [Belgravia Apparel Dandenong](#), or as second-hand items through the college, exceptions to this are marked as "any store." The wearing of Phys Ed/Sport Uniform is compulsory for Sport &

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

- Phys Ed Shorts (Plain Black). Logo no bigger than a 20c coin is acceptable (uniform supplier or any store)
- Phys Ed Polo Shirt - Sublimation Design
- Black or white socks (no logos – any store)
- Sport shoes - Appropriate runners/track shoes
- Track top (unisex)
- Track pants (unisex)
- Active fit track pants (unisex)

The Keysborough Secondary College academic and sports uniform does **NOT** include 'Booty Shorts', 'Hot Pants' or dance-wear shorts. These items are **NOT** to be worn at Keysborough Secondary College.

Students may wear their sports uniform to school if they have a Phys Ed/Sport class during the day, or if directed by the Campus Assistant Principal or the Year Level Leader. At Years 11 and 12 students are NOT to wear Phys Ed/Sport uniform to school, even if they have a Phys Ed/Sport class during the day.

Universal Uniform Items

Additional items that can be worn with the Physical education/sport uniform items are listed below under Universal uniform items. Optional physical education/sport uniform items and Optional academic uniform items.

Universal Items can be worn with either the PE uniform or Academic uniform

- Stretch Microfibre shorts (Plain black)
- Black or white socks (no logos – any store)
- Black hat – outdoor use only (no logos – any store)

Optional Academic Uniform Items

- Black scarf/gloves (any store)
- Keysborough Secondary College Backpack

Optional Physical Education/sport uniform Items

- Track Pants (Plain Black) – Optional. Must be designed for athletics/sport. Tight cuffed or zippered at the ankle (see Appendix A). Logo no bigger than a 20c coin is acceptable (Uniform supplier or any store)
- Sports leggings (Plain Black). Logo no bigger than a 20c coin is acceptable – must be three quarter or full-length ONLY. Ultra-tight or-thin leggings must be worn under Phys Ed shorts (any store).
- Sports compression shorts/tights (skins style) of any length (black, white, or skin toned). Logo no bigger than a 20c coin is acceptable. These garments MUST be worn under Phys Ed Shorts (any store).

Shoes

- Shoes and closed heel sandals allowed: black leather with lace-up or buckle (this includes pleather, faux leather, imitation leather, and synthetic leather without a logo)
- T-Bar sandals, boots, crocs and thongs are not permitted. School shoes must not be higher than ankle height. It is expected all shoe fastenings are made secure.
- No open toe footwear is permitted at Keysborough Secondary College due to Occupational health and Safety reasons.
- Runners are permitted with the sport uniform. Runners may also be worn for excursions when indicated on the excursion consent form.
- When directed by Keysborough Secondary College staff, runners must be changed for black leather (or leather alternative) shoes or sandals for classes and events, even if a student is in sports uniform that day.

Belts, Scarfs and Gloves

- Black scarfs and black gloves may be worn outside but gloves are not to be worn inside buildings. When worn indoors scarfs must comply with OHS and be removed if instructed by a member of staff.
- Belts must be plain black with simple buckles (no writing, designs, or logos).

Optional Outdoor Uniform Items

To be worn for outdoor activity only:

- College approved baseball cap or

- Bucket hat (Plain Black with No logos - any store)
- Wrap-around sunglasses. No large logos (any store)
- Black Beanies are **NOT** approved unless individual permission is granted by the College for medical reasons.

Religious Attire

- 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.
- Items of a religious nature are permitted provided they do not present a safety issue and are discreet.
- A letter from home endorsing the need for Religious Attire may be requested.
- 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

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

Jewellery and Piercings

- **Keysborough Secondary College accepts no responsibility for injuries resulting from a student's piercing.**
- All jewellery that poses an OHS issue must be removed by the student on request by the College Principal, Campus Assistant Principal, Wellbeing Assistant Principal or Year Level Leader.
- Students are permitted to wear earrings. Earrings must be small and discrete.
- Students with facial piercings must complete the 'Facial Piercings' form (Appendix B). This must be signed by a parent/guardian.
- Students are permitted to have no more than two (2) facial piercings (rings and barbells are not permitted, except for barbells in eyebrows).
- Students are permitted to wear no more than two (2) rings on their fingers, provided they do not present a safety issue.
- Piercing spacers are not to be worn.
- Body piercings and tattoos must not be visible.
- All piercings must be removed or appropriately taped for sporting or physical activities.
- A watch is permitted at school provided it complies with the ministerial mobile phone policy under **section 5.2.1(2)(b) of the Education and Training Reform Act 2006** and cannot be used to communicate with others. Smart watches are not allowed as per the Keysborough Secondary College Mobile Phone policy.
- The Campus Assistant Principal or their nominee will apply OHS considerations as to the appropriateness and safety of any piercings or jewellery worn by students.

Hair colour, accessories and hair coverings

- **Students' hair must be a natural colour.** If clarity is required, a chart illustrating the permitted colour range is available at each Campus Assistant Principal's Office.
- The following are not permitted:
 - large or dangerous hair ornamentation
 - hairstyles that form an OHS safety risk or significantly obscure the face
 - offensive words or shapes shaved into the hair
 - coloured hair spray
- Hair accessories are to be in black, white, grey, or purple in colour.
- Long hair must be tied back or covered during practical or hospitality classes.
- Student's beards must be neatly trimmed.
- House colours may be worn, including coloured hairspray, **on school sports days or special events days** (parents will be notified).
- All significant decisions are to be reviewed and incorporated into the uniform policy by the Keysborough Secondary College Council.
- The principal or their nominee will apply OHS considerations as to the appropriateness and safety of all student hair styles and hair ornamentation.

Makeup and nails

- Only natural coloured make-up is permitted.
- Makeup must not be applied heavily (false eyelashes, heavy mascara or eyeliner, bright eyeshadow or lipstick is not permitted).
- Nails should be natural looking and neatly trimmed.
- Acrylic nails which are pointy at the tip are not permitted.
- Only clear or natural coloured nail polish is permitted.
- Tattoos must be covered where possible.
- Makeup, tattoos and markings which are applied for religious purposes that are not 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 Keysborough Secondary College council.
- 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.

Sun Smart

- As a Secondary College, we expect students to take a responsibility for being sun smart by wearing the college hat or alternatively, a plain black hat during outdoor activities, or staying in the shade and wearing sunscreen (refer to *SunSmart Policy*).
- Hats are not to be worn inside.
- Students are permitted to wear sunglasses during outdoor activities. Sunglasses should be close-fitting, wrap-around that meet the Australian Standards 1067 and cover as much of the eye area as possible.

Academic uniform required for official events

- Students are expected to own a full academic uniform.
- The full academic uniform must be worn for formal college events including:
 - Award and presentation ceremonies
 - Formal assemblies
 - On excursions
 - Student photos
 - Other events and opportunities when notified by the College Principal or their nominee.

Note: Notification of special events and opportunities where a full academic uniform is required may be short notice. Therefore, every student MUST have a full academic uniform available.

Out of Uniform Process

- A notification from the parent/guardian is required when a student is out of uniform.
 - Students who are not wearing the approved uniform must submit notes to their Year Level Leader or Campus Assistant Principal upon arrival at school.
 - Alternatively, parents/guardians can email a note to the Year Level Leader before the start of the school day.
 - Notes/emails will **NOT** be accepted for hoodies.
 - **Notes/emails must be provided daily.**
- Students without a note will be expected to change into loaned items that are provided before the start of the school day. If uniform items are not available a pass will be issued.
- The student's non-uniform item will be labelled and stored in the Year Level Leader's office. Students may collect the stored item at the end of the day.
- Out of Uniform issues will be documented by the Year Level Leader or Campus Assistant Principal. Parents/Guardians will be contacted by the Year Level Leader if the student is regularly out of uniform. Negotiations will take place to resolve the issue.
- Any student who fails to follow teachers' instructions enforcing this policy will be issued with a detention (or suspension).
- The Campus Assistant Principal or College Principal may provide a written exception to the Uniform Policy when documented medical or religious reasons exist. All significant decisions are to be reviewed and incorporated into the uniform policy by the Keysborough Secondary College council.
- Any items deemed to be an OHS issue, in any class, must be removed by the student when requested by a teacher or member of staff. Failure to do so will result in a detention. Accommodation will be made in the class for those with an official exemption provided by the Campus Assistant Principal or the College Principal.

Disciplinary Outcomes

Uniform rules will be enforced by all Keysborough Secondary College Staff. Students are to follow the instructions without argument. Students who infringe the Uniform Policy will receive a graded series of consequences:

- Discussion concerning the reasons why the student is out of uniform.
- Verbal warning will be given to the student.
- 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.
- Lunchtime detention issued.
- After school detention issued. Contact will be made with parents/guardians.
- Students may be removed from class at the Year Level Leader or Campus Assistant Principal's discretion. Additionally, this may lead to parent contact to include being sent home and additional parent and support meetings arranged.
- 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:

- an aspect of this code prevents the student from complying with a requirement of their religious, ethnic, or cultural beliefs or background
- the student has a particular disability or health condition that requires a departure from the policy
- 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:

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

- Year 12 jackets
- Custom camp, event, or alternative sport uniforms
- Club, interest, or activity related apparel
- International or interstate travel

When the council receives a request for an exemption, they will:

- schedule the request to be discussed at the next available Keysborough Secondary College Council meeting
- consider the grounds for the exemption request and if necessary, request variations and get clarification if required
- vote on whether the request should be granted
- provide a decision on the request

If an exemption is not granted, a written rationale will be provided to the requestor.

Casual dress day student dress code

- See **APPENDIX C: Casual Dress Day Student Dress Code**

FURTHER INFORMATION AND RESOURCES

Department of Education and Training School Policy Advisory Guide:

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

COMMUNICATION

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

- Available publicly on our school's website
- Included in staff induction processes
- Included on our Staff and Student Intranet
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions
- Included in transition and enrolment packs
- Included as annual reference in school newsletter
- 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 College Student Dress Code and Uniform Policy is required.

**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

				
Blazer	Tie	Scarf	Cap	Bucket Hat

				
Anklet Socks	Knee-High Socks	Belt	Backpack	Black lace up shoes (no logos – any store)

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.

Parent/Guardian Permission:

I give permission for _____ to have the facial piercings listed above.

I have discussed the College requirements regarding facial piercings as outlined in the Keysborough Secondary College Student Dress Code and Uniform Policy with my child and agree to adhere to the requirements.

Name of Parent/Guardian _____

Signature of Parent/Guardian _____

Date _____

Student:

I agree to adhere to the College requirements regarding facial piercings as outlined in the Keysborough Secondary College Student Dress Code and Uniform Policy.

Signature of Student _____

Date _____

Students over 18 years of age or older must still sign the student section.

APPENDIX C – CASUAL DRESS DAY STUDENT DRESS CODE

Rationale

- To ensure all students are always dressed appropriately and to provide a framework for management of the student dress code on Casual Dress days.

Application

- This dress code:
 - Will be applied to all students enrolled at Keysborough Secondary College.
 - Will allow freedom of expression without disregarding College policy and expectations.
 - Will be well publicised and clearly explained to all students and their parents/guardians.

Implementation

- Briefing all staff to make everyone is aware of the of student dress code for Casual Dress days.
- Information to be included in college newsletters regularly, especially before a Casual Dress day, to allow parents/guardians to become familiar with the dress requirements.

Rules and Principles

- Keysborough Secondary College students are encouraged to take pride in their appearance and present in clean well-maintained garments.
- While attending school or related events during casual dress day, students are expected to maintain the standards documented in the Keysborough Secondary College Student Dress Code and Uniform Policy relating to hair, jewellery, and cosmetics, including:
 - Natural coloured hair and nails
 - Natural coloured make-up. Makeup must not be applied heavily (false eyelashes, heavy mascara or eyeliner, bright eyeshadow or lipstick is not permitted).
 - Nails should be natural looking and neatly trimmed.
- The following items are not permitted:
 - Acrylic nails which are long or pointy at the tip
 - Large or dangerous hair ornamentation
 - Hairstyles that form an OHS safety risk or significantly obscure the face
 - Large or excessive amounts of jewellery which could pose an OHS risk
- Clothing items that are **NOT** acceptable:
 - See-through or garments that expose the midriff, singlets, rude or offensive prints, miniskirts, visible underwear, open toed shoes.

Outcomes

- If a student is deemed to be inappropriately dressed or refuses to adjust their clothing to abide with the code, then the following actions could apply:
 - Classroom teachers tell students to adjust their clothing to abide by the code. If this is not possible or the student refuses, then the student is to be reported to a teacher in a leadership position.
 - A phone call to parents/guardians to discuss new clothes being delivered to school.
 - Sending the student home to be appropriately dressed.
 - If the above consequences are unable to be implemented, then other appropriate consequences will be applied.