

# Future Academies Watford

## Uniform and Equipment Policy 2023-24



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## Section 1: Introduction

### 1.1 Principles

Future Academies Watford promotes excellence and aspiration in everything its students do. The academy uniform is designed to reinforce this spirit of excellence, encouraging students to take pride in belonging to their school community. Our uniform is smart and practical and, as such, it presents a professional and business-like image that enables students to act as ambassadors for their school and for Future Academies.

At Future Academies Watford, we believe that having an academy uniform achieves three important goals:

- It encourages a sense of community identity and pride. By wearing the same badge and the same clothing, students are encouraged to think of the needs of the community as well as their own individual needs.
- It encourages our students to develop habits for life. By learning to polish their shoes, fold their trousers or hang up their blazers, students learn 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 students to wear the same low-cost uniform, we reduce the incentive for students 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 identified as being poorer or wealthier than any other.

High standards of presentation are required at all times when wearing the academy uniform. The uniform must be complete and must not be mixed with non-uniform clothing. In addition, we expect all students to take pride in their personal appearance: clothes should always be clean and smartly presented, hair should be neat and tidy and no jewellery should be worn (except where agreed on grounds of faith). We expect shoes to be polished at least once each week, and we expect students to wear a clean shirt every day. We expect sports kit to be washed each week. It is important to stress that our uniform expectations apply both when students are on the academy premises as well as when they are travelling to and from the academy, when they are on school trips, or when they are otherwise representing our school in the community.

For our uniform policy to be successful, it must be implemented universally and without exception. Our parents and guardians understand this, and they therefore support us at home to uphold the academy's high standards.

We understand that, for some families, finances may be tight. We believe that, by having a strict uniform policy and by doing all we can to keep items of fashion out of the academy, we help families to keep costs down. Nevertheless, if you do have an individual problem, or if 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. We have also minimised the number of branded items to keep costs at a minimum.

If in any doubt about the details of the uniform policy, and to save time and anguish, parents/guardians should contact the academy. It is better to check with a member of staff than to rely on assurances from students as these are sometimes incorrect.

### 1.2 Scope

The uniform policy applies to all students whenever they are in school, travelling to and from school or otherwise representing the academy.

The academy uniform or sports kit must be worn in their entirety. Students should not ‘mix and match’ the two, nor wear either alongside non-uniform items. If students wish to wear their own clothes after school, they must return home and change completely out of their uniform.

Whilst any item of academy uniform or sports kit is being worn, the Behaviour Policy and Uniform and Equipment Policy apply in their entirety.

## Section 2: Uniform and Equipment

### 2.1 Academy Uniform

At Future Academies Watford, students must only wear the academy blazer and tie that have been purchased through our official supplier. In addition, they must also have the official Future Academies Watford schoolbag which can also be purchased through this supplier. In this way, we ensure that each student looks smart and professional, and that we uphold a consistent standard of dress and appearance.

Our supplier also offers other uniform items but it is not compulsory for parents to purchase these items through our supplier.

All items not marked with an asterisk in the uniform and sports kit lists must be completely plain. No logos, patterns or embellishments of any kind are allowed. Should there be any questions regarding acceptable academy uniform, please contact the academy to check before purchase.

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

All items must be clearly marked with the student’s full name.

| Option 1 (Skirt)  | Option 2 (Trousers)   |
|---|---|
| <p><b>Compulsory items</b></p> <ol style="list-style-type: none"> <li>1. Navy blue <i>Future Academies Watford</i> blazer with badge*</li> <li>2. <i>Future Academies Watford</i> tie*</li> <li>3. Knee length box pleated navy blue skirt</li> <li>4. Plain navy or black tights or socks (white socks are not permitted, see additional guidance below – section 2.3)</li> <li>5. <i>Future Academies Watford</i> navy blue bag with badge*</li> <li>6. White collared shirt</li> <li>7. Black, flat, leather-fronted, logo-free shoes (see additional guidance below)</li> <li>8. House badge (provided by the academy)</li> </ol> <p><b>Optional items</b></p> <ol style="list-style-type: none"> <li>9. Branded navy blue jumper*</li> <li>10. Dark coloured coat (navy, black etc.) without logos/patterns (small discreet branding only), no denim or leather</li> <li>11. Plain winter gloves, scarf and hat for outside winter wear</li> </ol> | <p><b>Compulsory items</b></p> <ol style="list-style-type: none"> <li>1. Navy blue <i>Future Academies Watford</i> blazer with badge*</li> <li>2. <i>Future Academies Watford</i> tie*</li> <li>3. Navy blue trousers</li> <li>4. Plain navy or black socks (white socks are not permitted)</li> <li>5. <i>Future Academies Watford</i> navy blue bag with badge*</li> <li>6. White collared shirt</li> <li>7. Black, flat, leather-fronted, logo-free shoes (see additional guidance below)</li> <li>8. House badge (provided by the academy)</li> </ol> <p><b>Optional items</b></p> <ol style="list-style-type: none"> <li>9. Branded navy blue jumper*</li> <li>10. Dark coloured coat (navy, black etc.) without logos/patterns (small discreet branding only), no denim or leather</li> <li>11. Plain winter gloves, scarf and hat for outside winter wear</li> </ol> |

## 2.2 Skirts

Skirts must be purchased from the supplier so that they sit at knee length or longer. They must be of a box-pleat design.

Skirts of the correct style and various lengths can be purchased from our uniform supplier. Parents and guardians must ensure the skirt they purchase for their child is the correct length. Skirts that are purchased at the wrong length will need to be replaced at parental/guardian expense.

Sanctions will be given, in line with the Behaviour Policy, to students who fail to wear their skirt at knee length either by rolling their skirt up or by any other means. Students who consistently fail to wear their skirt at knee length will be required to wear trousers following a meeting between parents/guardians and a member of the leadership team.

## 2.3 Tights and Socks

Students when wearing a skirt are required to wear plain navy or black tights during the autumn and spring term.

During the second half of the summer term students wearing a skirt may wear plain black or navy blue ankle socks as an alternative to tights. These must be full ankle socks (not knee length) and not trainer socks. White socks are not permitted.

Students when wearing trousers are required to wear plain black or navy socks.

## 2.4 Shoes

Academy shoes should be black, flat, faux leather/leather-fronted and logo-free. The style should be traditional, avoiding the appearance of a trainer.

Some specific styles that are not permitted include:

- Boots or ankle boots (including Kickers ankle boots)
- Trainers
- Plimsolls
- Styles that appear to be more trainers or plimsolls than professional black shoes
- Suede, fabric or canvas shoes
- Shoes with heels
- Styles with obvious logos or branding
- Styles with elaborate buckles, decorations or patterns

This list is not exhaustive and the academy's decision on what is and is not acceptable is final. If parents are unsure as to whether a particular style will be accepted, they should send a picture of the shoe to the academy before purchasing.

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

Please note that, even though shoes may be sold in the 'school' section of shops or online retailers, these may not be within our guidance as to what is acceptable.



## 2.5 Blazers, Coats and Outside Clothing

- Coats are not to be worn over or under the academy blazer inside the building.
- Dark coloured coat (navy, black etc.) without logos/patterns (small discreet branding only), no denim or leather.
- Scarves, gloves and hats are not to be worn inside the academy building at any time.
- Hoodies are a banned item and are not to be brought into the academy.
- No coat hoods are to be up whilst on the academy site, except outside when it is raining.
- Blazers must be worn everyday. In hot weather, teachers may give permission for blazers to be removed in lessons but it is the teacher's decision.
- At times, when particularly hot, the Principal may state that it is a 'blazer off' day and therefore blazers do not need to be worn.

## 2.6 Sports Kit

Students must have the compulsory items (1 – 5 below) for Sport. They will not be allowed to wear their own winter clothes for Sport and, if they choose to wear additional garments for warmth, these must be items 6 – 11 on the list.

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

All items marked with an asterisk\* must be purchased through [Smarty Schoolwear](#)

### Compulsory items

1. Plain white polo shirt without logos/patterns
2. Plain navy PE shorts without logos/patterns
3. Plain navy PE socks without logos/patterns
4. Black, blue or plain white trainers, with only discreet logos. Trainers must not have spikes.
5. A plain navy blue or black material, drawstring bag for sports kit which must accompany, rather than replace, the academy bag.

### Optional items

6. *Future Academies Watford* grey PE sweatshirt\*
7. Plain navy blue tracksuit bottoms.
8. Plain navy blue sport leggings (only to be worn under PE shorts).
9. Leggings/tracksuit bottoms must be plain. If these are not plain, including having any sport logo, students will not be able to wear these during sport lessons.
10. White unbranded base layer top – this must be worn under the white polo shirt

11. Football boots, shin pads, gum shield.

Students who are unable to participate in a sport lesson owing to injury are still expected to bring and wear their full sports kit, as well as a note from their parents/guardians requesting that they be excused. Excused students will be able to participate through coaching and officiating roles.

## 2.7 Equipment

Every student must have the following equipment with them every day:

- A reading book
- A scientific calculator
- A pencil case containing:
  - 2 black pens
  - 2 green pens
  - a pencil
  - a ruler
  - a rubber
  - a highlighter
- A water bottle
- A black/navy hairband for sport and practical lessons if hair is long.

The presence of the above items will be checked at the start of each day and students will be sanctioned if they do not have any items.

In addition, students may also wish to bring with them the following (non-compulsory) items:

- Colouring pencils
- An English dictionary/thesaurus
- A foreign language dictionary
- Glue stick
- Year 11 and Year 13 must have a clear pencil case for exams.

## 2.8 Labelling

We require all items of clothing to be clearly marked with the students' full name. With hundreds of students owning identical uniforms, it is much more likely that lost items will be returned if they are named. Labels are available through our school uniform supplier for this purpose. Black permanent markers may be used, but names should be written largely, clearly and in full (not initials).

## Section 3: Presentation and Appearance

### 3.1 The appropriate wearing of uniform

The following points about general appearance should be noted:

- Blazers must be clean and well-maintained. They must be worn at all times when moving around the academy site as well as en route to and from the academy. Sleeves must not be rolled up and only academy-issued badges may be worn.
- Shirts must be tucked in at all times. Top buttons must always be fastened. Shirts must have no logos and should not be in a fitted design.

- Jumpers are an optional item. However, if a jumper is worn, it must be the academy jumper.
- Ties must be worn with a neat knot covering the top button and with the bottom of the tie touching the waist.
- Skirts must be knee-length and not shortened by being rolled up at the waist.
- Outdoor coats and winter garments must be removed upon entering the building.

## 3.2 Hair styles

For all students, hair must be maintained in a conventional and understated style. Hair must be maintained, clean and neat. Individual fashion statements or overly-styled haircuts are not permitted. Hair must not be obviously dyed and may not be anything other than a natural colour.

No lines, markings or indents are allowed in the hair or eyebrows.

If worn long, hair must be well-kept and tidy and allow the face to be seen. Extremely long hair must be tied back. Long hair must be tied up for sport and practical lessons; students with long hair must bring a hairband.

Braids and hair extensions are allowed, but must be kept neat and must be indistinguishable from the hair colour.

Regardless of hair style hair accessories must be plain black or navy blue and without patterns.

The detail above, including the list of prohibited styles, is not exhaustive and the academy's decision on what is and is not acceptable is final.

### The Halo Code for Schools

Our school champions the right of staff and students to embrace all Afro-hairstyles. We acknowledge that Afro-textured hair is an important part of our staff and students' racial, ethnic, cultural, and religious identities, and requires specific styling for hair health and maintenance.

We welcome Afro-textured hair worn in all styles including, but not limited to, afros, locs, twists, braids, cornrows, fades, hair straightened through the application of heat or chemicals, weaves, wigs, headscarves, and wraps.

## 3.3 Jewellery

Future Academies Watford operates a strict 'no jewellery' policy for all students. Bracelets, rings, earrings, studs and necklaces are not permitted.

This includes the wearing of clear bars/studs for piercings; these are not permitted.

The only exception to this is the wearing of a discrete watch with a plain strap. Smart watches are not allowed as these may distract from learning. Please note that no watches of any kind are permitted in public examinations.

An item of jewellery which is worn on religious grounds is allowed if substantiated by a letter from the leader of the religious community.

Any item of jewellery which is worn on medical ground is allowed if substantiated by a letter from a medical professional.

## 3.4 Make-up

Students in Years 7 – 11 are not permitted to wear make-up (except for concealer and foundation) or false eyelashes. Nail varnish of any description, as well as nail extensions/acrylics, are similarly

forbidden. Students are not allowed to wear henna unless agreed with the Principal beforehand (see Section 3.6).

Students in the sixth form may wear make-up, but this must be natural and subtle. The academy reserves the right to make final judgements on what is and is not appropriate.

### 3.5 Belts

If a student wears a belt, it must be plain black and leather/faux leather. It should have one plain buckle.

### 3.6 Items of religious significance

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

- Headscarves must be black or navy blue.
- Pins or clips must be small, dark in colour and understated.
- There can be no decorations such as sequins or patterns.

Some students may choose to wear a turban. If so, these turbans must look conventional and understated in style.

- Turbans must be black or navy blue.
- There can be no decorations such as sequins or patterns.

The Principal may grant relevant exemptions from specific aspects of the uniform policy, 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 academy's decision is final.

(Also see Section 3.3 Jewellery)

## Section 4: Policy Infringements

The academy is a place of learning and not a place to demonstrate or show off the latest fashion accessories, clothes or footwear. Our uniform and equipment policy encourages a sense of pride, belonging and loyalty to the community of which all students are members. The policy also removes any visible manifestations of inequality. The policy is applied consistently and without exception – ‘every day, every child, no excuses’. Students are expected to adhere to the policy at all times, including on their journey to and from the academy.

When a student is not dressed in the full uniform or does not have the expected appearance, they will not be permitted to attend lessons. In such cases, and if parents/guardians can be contacted and informed and requested to resolve immediately; alternatively will undertake supervised work within the Internal Exclusion room (Reconnect) until the correct uniform is brought to them, or until they are of the expected appearance.

When a student is missing a compulsory piece of equipment or an item of sport kit, they will sit a detention after school the same day (see Behaviour Policy).

## Section 5: Sixth Form Dress Code

Sixth Form students are expected to wear formal business dress. They must be smartly dressed at all times, as they would be if working in a smart professional environment. Business dress items permitted are:



- Formal business suit – skirt or trousers (skirts must be knee length and trousers must be full length)
- Jilbab
- Hijab
- Formal business shirt and tie
- Blouse/smart top
- Smart round neck/v-neck jumper (with shirt/blouse)
- Smart formal shoes (only modest heel permitted)
- Lanyard with identity card (must be worn at all times)

The following are not permitted:

- Casual trousers (e.g. combats, track suits, leggings)
- Casual tops (e.g. track suit, fleeces, T-shirts, hoodies, sweatshirts)
- Casual shoes (e.g. trainers, pumps, canvas shoes)
- White socks
- Trousers, shirts, blouses or skirts made from denim or leather
- Shorts, cropped trousers, tight narrow legged trousers
- Sportswear
- Revealing clothes
- Patterns or shapes cut into hair or eyebrows
- Brightly coloured hair
- Overly conspicuous jewellery (e.g. oversized earrings or necklaces)
- Visible tattoos and body piercings

Students in the Sixth Form may wear natural-looking make-up and subtle jewellery. The academy reserves the right to make final judgements on what is and is not appropriate.

Students will be sent home if they do not conform to the dress code. Parents will be contacted on the first occasion a student is required to be sent home in relation to a dress code violation. In the event of any subsequent digression from the dress code, the student will be sent home to change.

Sixth Form students may bring mobile phones, ipads/laptops etc. with them to the academy but they are only permitted to use them in designated areas. If a student is seen using any such item outside of a designated area, the item will be confiscated and returned at the end of the day. Any further digressions will be dealt with in line with the Sixth Form behaviour procedures and a meeting will be held with the Head of Sixth Form.

It is beyond the scope of the policy to provide guidance on every eventuality. If in any doubt about the appropriateness of a garment, students should check with the Head of Sixth Form before purchasing it.

## Future Academies | Uniform and Equipment Policy

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