

# Uniform Policy

(updated April 2025)



## Annotation Key for this Document

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## Uniform and Appearance

School uniform is compulsory and Caerleon Comprehensive School expects all students to attend school dressed smartly in correct uniform at all times. By continually reinforcing our standards of uniform and appearance, we aim to prepare our students for the world of work. The way we look very much reflects the ethos and culture of the school; wearing uniform correctly, smartly and with pride reinforces the culture of high expectations in every aspect of school life.

The school policy reflects the Welsh Government's view that when properly developed and appropriately implemented, a school uniform can:

- provide a sense of identity, community and cohesion within the school
- support positive behaviour and school discipline
- ensure pupils dress appropriately for learning activity
- remove peer pressure to dress in particular fashions
- enable pupils of all backgrounds to share in a common identity which embraces their particular requirements
- help reduce inequalities between pupils and help reduce some triggers for bullying
- benefit safeguarding and attendance policies through helping to identify truants
- assist identification of strangers on school premises
- support and promote the ethos of the school

This policy has been created to support families in ensuring that any student arrives in school with the correct uniform and wearing it smartly by outlining our high expectations. Our intention is to ensure that students look smart but not at the undue expense of families; to this end we have ensured that the cost of our uniform is affordable yet of the highest quality.

All items are available at:

<https://www.maceysports.co.uk/> Macey Sport

<https://www.kidsschoolkits.co.uk/> Pretty Miss

<https://www.beamnewport.co.uk/> Beam

The school policy follows the Statutory Guidance on School Uniform and Appearance. The statutory guidance can be found here:

<https://www.gov.wales/school-uniform-and-appearance-policy-guidance-governing-bodies>

Following pupil, parent, staff and governor review of our current uniform and from our careful review of "School Uniform and Appearances: Policy Guidance for Governing Bodies" our school uniform for Y7-11, from September

Full Governors May 2025

2023 is gender neutral and will comprise of grey trousers/grey tailored skirt (logo preferred; if a skirt without a logo is chosen it must be of a pleated style only)/grey tailored shorts, a pale blue shirt (or the option of a pale blue polo shirt in the summer term), a navy V neck sweater (logo preferred), a navy blue logoed blazer (optional) and our school tie (worn with the shirt only, not the polo shirt). Students should wear either grey, black or navy socks, or grey, black or navy tights with the uniform. White socks are not permitted. There is a separate uniform for Sixth Form Students which is detailed further on in the policy.

Following consultation with students, staff and parents/carers, students have the option of wearing tailored grey shorts (most likely to be worn in the summer term but can be worn all year round). In addition, in the summer term, students may wear a plain pale blue polo shirt instead of a shirt and tie.

In addition to setting out exactly what the uniform is, it is important that parents/carers and students are given specific guidance on how we expect this uniform to be worn and specifically what items of clothing are not acceptable. Please see the appendix detailing unacceptable items of uniform.

The school requests that all stakeholders pay careful attention to our high expectations and how we can all play a part in reinforcing such high expectations with our young people to ensure that Caerleon students wear their uniform with a strong sense of pride. All students must have their shirts tucked in at all times; at the beginning and ends of lessons, staff will reinforce this with students and this is how we expect students to leave home in the morning and arrive home at the end of the day. All students must bring their sweater (or blazer) to school every day (except during hot weather when the headteacher will notify families that sweaters/blazers do not need to be brought to school). It is especially important that students wear their sweaters and/or blazer during assemblies or at other school events and gatherings, and this is why students are required to bring them every day.

Students can wear any colour coat but please note that hoodies and denim/leather jackets are not acceptable as coats, and students will be asked to remove them if worn. Please note that any removed items will be confiscated until the end of the day. When students attend school in the incorrect uniform and an item is confiscated from them, they are allocated behaviour point(s) which parents/carers can see via our Classcharts app.

Jewellery can be worn, but must be worn discreetly to ensure that pupils are adhering to health and safety guidelines. No hoops or bars are permitted; only studs are acceptable but only in the ear/nose. Please note that all jewellery worn to school is at the pupils' own risk and should be removed for activities such as PE or wherever there is a health and safety risk.

Should a student go to their form period inappropriately dressed in the morning, their form tutor will send them to the uniform swap shop, who will either provide fall back uniform if we have some available; or, contact a parent/carers to bring the correct uniform to the school. Behaviour point(s) are allocated to students who do not arrive to school in the correct uniform. If a student borrows an item from the swap shop and does not return it at the end of the school day, a behaviour point will be issued. We encourage students and parents/carers to let us know if there is a problem purchasing or finding uniform, as our swap shop is there to help on these occasions.

We have our own uniform swap shop and therefore, should a parent wish to peruse pre-loved uniform they would be most welcome. Please contact [Ccs.swapswop@Newportschools.wales](mailto:Ccs.swapswop@Newportschools.wales) to book an appointment to see what we have available. If any families are able to donate washed pre-loved uniform to our swap shop we would be very grateful. Donations can be dropped off at main reception at any time. We also use this pre-loved uniform to support students who arrive to school in the incorrect uniform.

## Sanctions for Incorrect Uniform

Should there be a very good reason why students are not equipped with the correct uniform on a given day,

parents/carers should communicate this to the school and the school will determine how this is resolved. We ask parents/carers to email the uniform swap shop on [Ccs.swapshop@Newportschools.wales](mailto:Ccs.swapshop@Newportschools.wales) by 8:30am on the day of the uniform issue. Please also copy in your child's Head of Year. We will provide uniform to the student wherever possible when a parent/carer informs us there is an issue. When a parent/carer has informed us of an issue, the student will not be sent to Reset; however, unless the issue is linked to an exceptional or unprecedented circumstance, students will be allocated behaviour points for arriving to school without the correct uniform. When problems occur repeatedly, a meeting to discuss this will be arranged with the parent/carer and the Head of Year.

## School Uniform

### *Years 7 – 11*

**Grey skirt – Skirts with logos can be purchased from our suppliers and any style provided by our supplier with the logo is acceptable. If a skirt is purchased without the logo, it must be a grey pleated skirt only. No other style of non-logoed skirt is permitted. All skirts should be long enough that no underclothes can be seen underneath when the students are walking around site/accessing stairs etc.**

Grey tailored trousers (no logo required)

Grey tailored shorts (knee length - no logo required) Grey, black or navy socks/grey or black tights

A pale blue shirt (a pale blue polo shirt can be worn in the summer term only - no logo required)

A navy V neck sweater (logo preferred)

The school tie (not needed with a polo shirt)

A navy blue blazer with the **school logo** (optional)

### *Sixth Form*

A black skirt (tailored fit - tight, stretchy skirts are not permitted- no logo required). Please note the skirt should be long enough to ensure no underclothes can be seen underneath when the student is walking around/accessing stairs etc.

Black tailored trousers (no logo required)

Black socks/Black opaque tights

A white shirt

A black V neck sweater or black cardigan (no logo required)

The school sixth form tie

A black blazer (optional - no logo required)

*Please note - Firm Ground boots are required to use the 3G surface for health and safety reasons. Metal studs, astros and trainers are not suitable footwear.*

### **PE Kit Y7-9**

A logoed white/black or black/white t-shirt or a plain white or plain black t-shirt (please note that the black t-shirt may be preferred by those who wear undergarments)

Black shorts, either running or cycling style (optional to purchase with or without logo) or black leggings (optional to purchase with or without logo)

A plain black quarter zip long sleeve top or a **logoed** quarter zip long sleeve top (**logo preferred**)

White sport socks (for inside)

Trainers (for inside)

A maroon rugby shirt for those who wish to play rugby Maroon hockey/rugby socks

Studded boots (for outside games lessons on grass)

NB: students can wear black skins under clothes in cold weather

### **PE Kit Y10 and 11**

A logoed black t-shirt/plain black t-shirt

A plain black quarter zip long sleeve top or a logoed quarter zip sleeve top (logo preferred)  
Black shorts, running or cycling style (optional to purchase with or without logo) or black leggings (optional to purchase with or without logo) or plain black tracksuit bottoms

### **GCSE PE candidates (Y10/11)**

PE examination candidates (those who opt for GCSE PE in Y10/Y11) will purchase their exam practical kit from our client shop at Total Teamwear (see link below). You will receive a separate communication from the PE department about kit if your child opts for GCSE PE in Year 10. Please note that we can support parents/carers with obtaining this kit if necessary.

*Those who play for school teams:*

Team players can purchase their playing top with preferred name and number from Total Teamwear also. The team top can be worn during school PE and games lessons also instead of the usual PE kit above. You will receive separate communication from the PE department if your child is selected to play for a school team regarding the kit required. Please note we can support parents/carers with obtaining this kit if necessary.

<https://www.totalteamwearuk.com/clientshops/caerleoncomprehensive/default.htm>

## **Additional Guidance**

Labelling Clothing - With 1,500 students at the school, it is important that families label the uniform of children. Through human error, things will occasionally be misplaced, so having a label clearly identifying the name of the student will help minimise the risk of loss. Items in particular include blazers, coats, jumpers, ties and PE Kit.

Trousers – The only trousers which are acceptable are tailored; our school supplier has a range of acceptable sizes and shapes available for all pupils. Therefore, denim, corduroy, chino, linen, tapered, skinny jean style, jeggings, leggings or skin tight trousers are not permitted. Only grey trousers are permitted, not black. Please see the appendix for other examples of suitable trousers available from retailers.

Skirts - If a student opts to wear a skirt as part of their uniform, it must be grey and be of a tailored fit and an appropriate length. Only skirts with the school logo or pleated skirts (with or without logo) are acceptable. Should your child arrive at school in a non-regulation school skirt, they will be asked to borrow a skirt from the swapshop or parents/carers will be contacted to bring to school the appropriate skirt. Sixth formers can choose the type of black skirt, but it must be tailored and of an appropriate length. Footwear - We expect our students to wear all black sensible footwear.

Make-up – We do not encourage students to wear make-up to school. However, if make-up is worn, it must be subtle and discrete. Excessive, brightly-coloured or gaudy make-up is not acceptable. Students are able to wear nail polish to school, but excessively long nails are not permitted due to the health and safety risks associated with them.

Headgear – Hats and other headgear should not be worn indoors. They should only be worn outside to keep the head warm during the winter or to protect from the sun in the summer. Cultural headscarves should be dark in colour.

Hairstyles – students can choose their hairstyle or colour.

Examples of non-appropriate uniform – these types of skirts are not permitted:

Non-regulation school skirts.

Skirts should be bought from our suppliers and contain the logo OR should be of a pleated style (with or without logo).  
**Other types of skirt are not permitted, such as these:**



Skinny trousers (trousers should be grey tailored trousers only). Black trousers are not allowed.



Leggings (no leggings are permitted; trousers should be grey and a tailored fit only)



Hoodies (these are not permitted to be worn as a jumper or as a coat)



Denim Jackets (these are not permitted to be worn as a coat)



Leather jackets (these are not permitted to be worn as a coat)



Trainers - which are not all black (all footwear should be entirely black)



Non stud jewellery (only stud jewellery is permitted)



### The Halo Code

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 Black 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.

At this school, we recognise and celebrate our staff and students' identities. We are a community built on an ethos of equality and respect where hair texture and style have no bearing on anyone's ability to succeed.

### Policies Equality Statement

At Caerleon Comprehensive School, we serve a diverse community and take account of a wide range of needs. In accordance with the Equality Act (2010), our policies and learning and teaching strategies fulfill our duty to serve

people according to their needs and promote equality. In order to embed fairness in all aspects of school life, we take account of equality as we formulate, develop and update school policies and plans.

Our vision and values promote inclusivity and equality and tackle discrimination. We have high expectations for all our pupils and staff. Our equality statement is guided by core principles:

- All learners are of equal value;
- We recognise and respect difference;
- We foster positive attitudes and relationships and a shared sense of community and belonging;
- We observe good practice in recruitment, retention and staff development;
- We aim to reduce and challenge barriers to equality at every opportunity

If the learner still refuses to comply then this may result in a Fixed-Term Exclusion (FTE) being issued at the Headteacher's discretion. This could be for half a day or more depending on the nature of the situation. Should this be the case then **following the FTE the learner will need to undertake any owing Reset time before they return to lessons.**behaviour entry per incident, i.e. a learner will not receive a B2 and a B3 in the same lesson." .e.g. if a learner uses their kit on the previous night and cannot get it clean for lesson 1 the following day.**1:25pm to 1:55pm** each day. Learners should arrive promptly and will use the session to catch-up or review schoolwork. If a learner arrives late or does not attend they will be given a second opportunity to undertake the detention on the following day. Failure to attend on their second chance will result in a day in Reset. Eating is not allowed in the detention. Learners may use the time after the detention to use the canteen/eat their lunch. for challenging behaviour for learners with additional learning needs (ALN), then the ALN department will be consulted and reasonable adjustments made. These may be, for example, although not exclusively, a shorter amount of time spent in the Reset room or movement breaks. If an ALN learner spends time in Reset they may be supported, where possible and appropriate to their needs, by a Teaching Assistant.monitored by the Form Tutor, Head of Year, Assistant Headteacher (Wellbeing) and Senior Leadership Team. Further strategies to support behaviour may include:behaviour to be related to external circumstances and therefore keeping the HOY informed of any appropriate information may help the school to manage behaviour more subtly than by following the usual methods. at unstructured times (i.e. at break and lunch) then they may be placed on a Zoning Plan in which they will be directed to attend a specified area in order to minimise interaction with certain other learners.beforehand and the meeting is facilitated by a trained member of staff. **Reset** - The learner works in the staffed Reset room for the duration of the school day (s). Mobile phones and devices are handed into the Reset lead. The learner is given a different break and lunch time to their normal timetable. Work is provided by staff according to the learner's normal timetable. This system is used to allow learners to reflect on their behaviour whilst keeping up with their timetabled work. The number of days a learner spends in the Reset room is determined by the HOY through discussion with the AHT Wellbeing. If a learner fails to adhere to the Reset rules, then they may be awarded further days in Reset.appropriate.lunch and work will be provided by CCS. Travel arrangements are agreed between the two schools to ensure the learner is collected and returned to CCS.appropriate permanently to exclude a learner for a first or one-off offence. These might include: serious actual or threatened violence against another learner or a member of staff, sexual abuse or assault, supplying or using an illegal drug or use or threatened use of an offensive weapon. These examples are not exhaustive, but indicate the severity of such offences and the fact that such behaviour can affect the discipline and well-being of the school community. or attendance does not meet the required expectations, then they may not be considered for a place on a school trip or educational visit. If a place on a trip or visit has been awarded and there is subsequently a concern, then the place may be withdrawn.behaviour e.g. diagnosed additional learning needs, identified wellbeing or access to learning concerns are supported by a wide team of in-house professionals. Learners displaying challenging behaviour that is causing a barrier to their learning are identified by the Wellbeing team (Heads of Year, Learning Coaches, Learning Support Base Leader, ALN Department) and discussed in fortnightly Wellbeing meetings, with an aim to reducing this pattern of behaviour and offering support to the learner to make more positive choices and progress day-to-day. Our Reset Lead works in our Reset room and will organise restorative meetings to help re-establish relationships with staff and other learners, allowing time to reflect upon and see the long term consequences of their actions.risk taking behaviours or there is significant suspicion that they are bringing items to school that endanger themselves or others. Part of the agreement for their return to school provision may involve a daily/random bag search.are not meeting these guidelines.**FULL TIME** education and my time commitment to school is 8:45 to 3:05 every day**use or have my mobile phone out** in a lesson unless instructed to do so by my teacher to

assist with the lesson. **Behaviour and Conduct**<sup>th</sup> form referral system will be used to sanction and improve poor behaviour. fail to submit homework on time that I will be given a referral to the progress room where I will be expected to study under supervision. programme to celebrate your success. appropriate use of non- contact time is crucial for success. Students who are persistently not meeting the expected standards regarding the submission and standard of work can be given a study referral where it will be mandatory for them to attend our progress room where they will be supervised to complete work. Students and parents will be informed when a referral is required. Students who refuse to attend these sessions will be subject to escalated sanctions. wilfully miss timetabled sessions (including form time, WBQ, assemblies and the weekly enrichment session) will be deemed to be truanting and subject to the same sanctions as students lower down the school. **Behaviour Interventions** SIMs system by subject teacher, HOD, form tutor, head of year or Head of Sixth Form. Concerns will be highlighted when the student is in breach of any aspect of the learning contract. This may trigger a conversation between the student and the head of year depending on the nature of the concern. This may then be passed onto the Head of Sixth Form for further discussion with the student. Behaviour will then be monitored. A referral to the progress room or Reset might be necessary if the incident has caused a disruption to the lesson. Students not completing work in class or at home will be dealt with through the supported study referral system. The nature of this support will be tailored to both the circumstances and the individual student. This may take the form of: student will attend a formal meeting with their Head of Year, in which they will be given a verbal warning. At this point parents will be contacted and may be asked to attend a meeting. An email will be sent home to outline the concerns discussed. The student will be set specific targets and placed on a Pastoral Support Plan. student will attend a formal meeting with their Head of Year and the Head of 6th form. Parents will be asked to attend the meeting. A second warning will be issued and a letter explaining this sent home. student's place in Caerleon Sixth Form will be withdrawn. pertaining to maximise your potential in the 6th Form. The learning agreement states that you accept that you must attend all these sessions. Students who persistently have poor punctuality or attendance will be subject to the following sanctions and removal of privileges. These sanctions reinforce our high expectations of our students in our 6th Form. time keeping.