Emmaus Catholic College

Kemps Creek

Student Management Policy
Uniform Procedures

2015

To be reviewed November 2015
UNIFORM POLICY & PROTOCOLS

UNIFORM EXPECTATIONS

It is clearly understood by parents and students that the correct College uniform is to be worn coming to, and going from College. Emmaus uniform requirements are available from the College Uniform Shop. The Uniform shop is open at the College on Mondays and Wednesdays from 8.00am till 2.00pm.

Uniform is important for a number of reasons:

• It is a symbol of the College and a public declaration of its values, standards and beliefs
• It creates a sense of collective and individual pride in students and their identification with the College
• It is a symbol of equality among students
• It demonstrates mutual respect

JUNIOR BOYS SUMMER UNIFORM: TERMS 1 AND 4

Shirt: White short sleeve with embroidered crest on pocket
Trousers: Navy trousers (from College uniform shop)
Socks: Navy or black socks only
Shoes: Black hard leather polished shoes with laces and heels (No black runners)
Belt: Plain black with plain buckle
Jumper: Navy jumper with embroidered College crest (To be worn as required for warmth)
Shorts: Navy shorts with embroidered College initials (To be worn with navy short socks only)

JUNIOR GIRLS SUMMER UNIFORM: TERMS 1 AND 4

Blouse: White with navy blue piping and College Crest
Skirt: Navy blue pleated skirt to be worn at calf length – (halfway between the knee and the ankle)
Socks: White fold over socks
Shoes: Black leather lace-up polished shoes and heels (no black runners)
Jumper: Navy blue with embroidered College crest (to be worn as required for warmth)

SENIOR BOYS SUMMER UNIFORM: TERMS 1 AND 4

Shirt: Summer shirt: Blue short sleeve with embroidered crest on pocket.
Trousers: Navy trousers (from College uniform shop)
Socks: Navy or black socks only
Shoes: Black hard leather lace-up polished shoes and heels (no black runners)
Belt: Plain black with plain buckle
Jumper: Navy jumper with embroidered crest (to be worn as required for warmth)
Shorts: Navy shorts with embroidered College initials (to be worn with navy short socks only)

SENIOR GIRLS – SUMMER UNIFORM: TERMS 1 AND 4

Blouse: Regulation White & Navy Stripe
Skirt: Navy Pleated calf length – (halfway between the knee and the ankle)
Socks: White fold over socks
Tie: Navy senior bow tie
Shoes: Black leather polished lace-up shoes and heels (no platform soles or suede uppers)
Jumper: Navy jumper with embroidered College crest
JUNIOR BOYS WINTER UNIFORM: TERMS 2 AND 3

Shirt: Long sleeve white shirt. Note: Shirt is to be tucked in when worn with a tie
Trousers: Navy trousers (from College uniform shop) **NO SHORTS**
Socks: Navy or black socks only
Shoes: Black hard leather polished shoes with laces and heels (no black runners)
Belt: Plain black with plain buckle
Jumper: Navy jumper with embroidered College crest
Tie: Junior boys tie (from College uniform shop)
Blazer: Compulsory – Regulation grey with College Crest

JUNIOR GIRLS WINTER UNIFORM: TERMS 2 AND 3

Blouse: White with navy blue piping and College Crest
Skirt: Navy blue pleated skirt to be worn at **calf length – (halfway between the knee and the ankle)**
Stockings: Navy blue (no socks to be worn with stockings)
Shoes: Black leather lace-up polished shoes and heels (no black runners)
Jumper: Navy blue with embroidered College crest (to be worn as required for warmth)
Blazer: Compulsory – Regulation grey with College Crest

SENIOR BOYS – WINTER: TERMS 2 AND 3

Shirt: Winter shirt: Blue long sleeve to be tucked in when worn with a tie
Trousers: Navy trousers (from College uniform shop) – **NO SHORTS**
Socks Navy or black socks only
Shoes: Black hard leather lace-up polished shoes and heels (no black runners)
Belt: Plain black with plain buckle
Tie: Senior College tie
Jumper: Navy jumper with embroidered crest
Blazer: Compulsory – Regulation grey with College Crest

SENIOR GIRLS – WINTER UNIFORM: TERMS 2 AND 3

Blouse: Regulation White & Navy Stripe
Skirt: Navy Pleated **calf length – (halfway between the knee and the ankle)**
Stockings: Navy only (no socks to be worn with stockings)
Tie: Navy senior bow tie
Shoes: Black leather polished lace-up shoes and heels (No platform soles or suede uppers)
Jumper: Navy jumper with embroidered College crest
Blazer: Compulsory – Regulation grey with College Crest

PE/SPORTS UNIFORMS (COMPULSORY FOR ALL YEAR GROUPS)

Shorts: Regulation Emmaus College Shorts
Shirt: Regulation Emmaus College Polo Shirt (**a white polo shirt will be phased in from 2011**) 
Socks: White/black Anklet socks
Shoes: Laced Sports Shoes
College Cap: **Compulsory for outdoor activities**
Tracksuit: College Tracksuit ONLY – Navy, Red & White with College crest – MUST BE WORN in Terms 2 and 3 every Thursday

If the correct sports uniform cannot be worn, the FULL COLLEGE UNIFORM is to be worn. Students will then change for sport.

The College Uniform only is to be worn. NO VARIATIONS are accepted.
Approved variations for Senior Girls & Senior Boys

- Sports Uniform - choice of black or white socks on Sport Days
- Religious Bracelets [to be taken off during prac subjects for WHS guidelines]
- Necklaces: Gold or Silver with Religious symbol
- Two plain rings
- 1 pair of earrings-sleepers [silver/gold] or stud adhering to present guidelines,
  1 consistent colour, pearls allowed
- Nose studs- clear plastic

Girls:
- Hair- half up & half down... off the face, tidy style
- Light make up- foundation/concealer- There is to be no discernable make-up line
- A light application of mascara, a clear lip gloss
- Clear nail polish acceptable

The following are unacceptable:
- No eyebrow, lip or facial piercings
- No false nails [WHS guidelines]
- No colour polish,
- No leather or string necklaces
- No necklaces with pendants other than religious symbol
- No dangling earrings or studs with patterns/shapes
- No bronzer, blush, eyeliner, lipstick
- No boys tying their hair up outside of the classroom (There is some provision for this to occur if students are involved in practical subjects. Staff will have the discretion to allow students to keep their hair off their face.)

HAIR

- Hair must be neat, tidy and conservative in nature. No extremes of fashion are permitted – all hairstyles to be of a conventional nature.

- Students are to consult with the Assistant Principal (School) before making any significant changes to their hairstyle, colour of hair, or any other change to the hair. Failure to follow this procedure will result in student withdrawal from classes to address the issue.

- No extremes in cut, colour or fashion. Hair must be of a natural colour and be off the face. (No frizzed up hair), this applies to both males and females.

- All hair longer than collar length must be cut. This applies to male students only.

- Male hair must not exceed the collar in length at the back and above the eyebrows at the front and NOT combed forward on the side (ie hair must not cover eyes). Gel/wax must NOT be excessive.

- All girls to have hair tied back, with scrunchies, ribbons or elastics. (Scrunchies, ribbons, pins, clips must be navy blue OR navy blue and white purchased from the Uniform Shop)

Students with incorrect hairstyle will be given a warning letter (White) to have the hairstyle rectified. If the hairstyle is NOT rectified by the set date, a second warning letter (Blue) is issued and the student will be given the opportunity to have their hair professionally styled at the College OR have their hair rectified before they RETURN to the College.

In order to assist parents with haircuts/styling we have a professional hairstylist who attends to College on Tuesdays. If you require additional information about this facility please contact the Assistant Principal (School) at the College on 9670 4588.

JEWELLERY

Piercing
• Ear: One stud or standard sleeper (plain silver or gold only) may be worn in each earlobe, **for female students only.**

• No jewel/coloured stones etc. to be worn.

• Other piercings: No visible body piercings are to be evident. **Tongue rings/studs are strictly prohibited.**

  Keeping a hole open will not be accepted as an excuse. **This means that ‘clear’ studs are NOT to be worn, as they are visible.**

• No band-aids are to be used to cover piercings

**BODY ART (TATTOOS)**

• No body art is to be visible

**OTHER JEWELLERY**

• Simple/discreet gold or silver chain around the neck with an appropriate religious symbol may be worn

• Chains should not be visible in winter

• One plain ring, wristwatch and gold or silver bracelet may be worn

**REMOVAL OF JEWELLERY**

• For safety reasons, all jewellery should be removed for sport or practical subjects.

**CLOTHING – General Guidelines**

• The College uniform may be purchased from the College Uniform shop

• No commercial logos may be worn as they are in conflict with the College Crest

• The College cap may only be worn with the cap’s peak facing the front

• Female students who tie their hair back must use ribbons, bands and/or scrunchies in the colour of navy blue. No flowers or other hair adornments may be worn

• No tie is to be worn without the top button of the shirt done up

• Track suit pants are to be worn correctly, zipped if zipper is present and rolled down

• During winter long sleeve shirts must be tucked in. Sports shirts may be worn out.

• A white undershirt may be worn beneath the full winter or sports uniform as long as it is not visible

• The sports uniform and the full school uniform must not be combined

• The knitted jumper can be worn with the College tracksuit as long as the outer garment is the College tracksuit top

• In Terms 2 and 3, the College blazer must be worn by all students to and from school and at all formal College occasions and all College Assemblies

• Students must wear an apron in ALL TAS practical lessons, Chemistry and Biology experiments

• Students need to wear goggles during certain Science lessons and when using power tools in TAS

• If involved in extra-curricular activities, specific uniform directions will be given and notified to the community.

• In winter, a scarf may be worn, navy blue only. It should not be fluffy.
• In winter a navy beanie may be worn. The beanie must be free of any logos.

• If a student is in breach of uniform guidelines, a note from home explaining reasons for not wearing the correct uniform must be presented to the Homeroom teacher. The Leader of Mission will contact parents/caregivers. After the third infraction a parental interview will be arranged.

• Financial circumstances should not prevent a student from wearing the correct College uniform. Parents/caregivers should contact the Assistant Principal (School).

• It is recommended that all items of clothing are clearly labeled with the student’s name and homeroom.

BAGS

• College standard back packs are to be used for all students from 7-12.

• The reason for trying to insist that the larger backpack remains the standard bag is that it is more functional in hold all school materials and protecting them from rain etc. All belongings fit in the larger bags leaving student’s hands free when catching the bus and minimizing trips and loss of belongings.

SHOES

• Black leather lace-up shoes with a heel. No black runners or suede shoes.

• Thick soles or high heels are not to be worn.

• Sport shoes - lace-up (No canvas shoes).

Uniform Checking Procedures

Each Monday a uniform assembly will be held on the basketball courts.

1. Students assemble on basketball courts in allocated year groups.
2. Homeroom teachers will mark the roll.
3. LOM assisted by an allocated LOL will ensure that students are assembled in an orderly manner.
4. Once rolls are marked, the Assistant Principal (School) will call the assembly together for the uniform check.
5. Homeroom teachers will check the uniform of EACH student.
6. Any student NOT wearing the correct uniform will be sent to the allocated LOL.
7. The LOL will record the name of the student who is out of uniform and issue them with a lunchtime uniform detention and record this detention in the student’s learning planner.
8. The LOM will issue a PINK uniform letter to EACH student who is out of uniform.
9. A male student will be given a WHITE uniform letter if their hair is not styled and cut in accordance with the uniform policy. The WHITE letter is the first WARNING letter.
10. The WHITE letter is issued and signed by the LOM.
11. If a male student FAILS to rectify their hair style/cut they will be issued with a BLUE letter by the LOM.
12. The BLUE letter is issued by the LOM and signed by the Assistant Principal (School).

During homeroom EACH morning the homeroom teacher is to:

1. Check that students are dressed in full school uniform.
2. If a student is wearing make-up they are to be sent to the LOM during homeroom.
3. If a student is unshaven they are to be sent to the LOM during homeroom.
4. Any student out of uniform without a NOTE is to be sent to the LOM.
5. Students are to leave homeroom dressed in full College uniform ready to commence learning.

At the beginning and end of each lesson, classroom teachers as part of whole school practice are to:

1. Check EVERY student in his or her class is wearing the uniform correctly.
2. Check the student’s Learning Planner to ascertain if the student has permission to be out of uniform.
3. Instruct students to adjust their uniform to the correct standards when they leave the classroom.

WE WALK WITH JESUS
4. At the END of each day in Terms 3 & 4 students MUST wear their blazers when they leave the College.
5. Boys MAY (i) roll up their sleeves and (ii) loosen their ties when in class. They must adjust their uniform when they leave the classroom.

Students attending **evening functions** at the College:

1. Students are to wear FULL school uniform to evening function held at the College *unless stated otherwise*.
2. LOM will check that students are wearing full school uniform when they attend an evening event.
3. Full school uniform refers to make-up, hair, shoes etc.
4. A YELLOW warning letter will be issued by the LOM to any student who is out of uniform at an evening event.
5. The YELLOW letter requires the student to complete a lunchtime detention the following day.

Students representing the College in the **PDSSSC Competition**:

1. Students are to wear the CORRECT and FULL sporting uniform appropriate to the sport they are playing.
2. Students will travel to and from the venue wearing the College tracksuit.
3. A student will NOT be allowed to play if they wear anything other than the Official College sporting uniform

**Excursions**

1. When representing the College on an excursion or other official event student, MUST wear their FULL College uniform appropriate to the particular school term.
2. On some occasions the alternative uniform may be the College Sport Uniform – If the sport uniform is the FULL tracksuit ONLY.
3. A student will NOT attend an excursion if they are OUT of uniform. The student will be sent to the SLC for the day.