



# Uniform Monitoring Procedures

1

**Before school:** students who are out of uniform may self refer to the swap room to change. HT on duty(roaming) will direct students to the Uniform room for changing. If no uniforms are available the uniform swap teacher will provide a blue note.



2

**CARE Teachers:** if a student is out of uniform, CARE teachers refer the student to the uniform swap room, and mark the uniform icon on the CARE roll. Head Teachers will be reporting to rooms and supporting CARE Teachers with non-compliant students. If compliant, student goes to the swap room, and changes.



3

**Uniform Coordinator:** record students that have successfully swapped as a "Data Record - Uniform" with "further action required". When uniform is returned the incident will be changed to "complete". Each morning a uniform report will be run in PxP and cross referenced with the data records to find students that are non compliant.



4

**Non-compliance:** failure to show up to the uniform room or refusal to change results in a lunchtime detention. The uniform coordinator will record non-compliance on Sentral and mark detention. If a student were to receive more than 2 detentions per term this non-compliance will move up to Deputy level.



5

**Deputy:** When a student receives 2 detentions within a term for non-compliance regarding uniform: DP interview conducted with student, formal uniform letter of non-compliance sent home.



6

**Principal:** Continued refusal to follow instructions re uniform as per uniform policy will result in a formal parent/student interview with the principal, jeopardise participation in whole school events such as rewards excursions and end of year formals, will also impact a student's RAP score. Follow up consequences and/or necessary support will be at the Principal's discretion.