



Co-op Academy
Manchester

Uniform Policy
(Dressed for Business)

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Introduction

The government is currently promoting higher standards of school uniform and the Local Authority in partnership with schools, governors and unions have developed 'Guidance for Schools on School Uniform and Dress Codes'.

The purpose of this guidance is to support the development of an academy uniform policy, which is sensitive to the needs of and beliefs of the whole community. Schools should act fairly and reasonably, bearing in mind their duties under the Human Rights Act 1998 and anti-discrimination legislation, which are explained within this document.

It is the academy policy that all students wear school uniform when attending the academy or when participating in an academy-organised event outside normal school hours. We provide a complete list of the items needed for academy uniform in our academy prospectus and below.

Aims

Our policy on school uniform is based on the notion that school uniform:

- Promotes a sense of pride in the academy in line with our ethos, values and beliefs.
- Promotes a 'dressed for business' approach to prepare students for the world of work.
- Engenders a sense of community and belonging towards the academy.
- Supports positive behaviour and discipline.
- Is practical and smart.
- Identifies the children with the academy and encourages identity with the academy.
- Prevents children from coming to the academy in fashion or 'designer' label clothes that could be distracting in class or create a sense of competition.
- Makes children feel equal to their peers in terms of appearance and helps nurture cohesion between different groups of students.
- Is regarded as suitable wear for the academy and good value for money by most parents.
- Is designed with health and safety in mind.

Expectations

We expect all students to comply with this uniform policy, which will be monitored. Any student who falls short of the requirement will be advised of this fact by their Learning Tutor

and given the opportunity to improve. Continued failure to comply will be brought to the attention of the Principal.

Non Compliance with the Academy's Uniform Policy

The Principal can discipline a student for breach of the uniform policy. However, the Department for Education (DfE) does not consider exclusion to be an appropriate response to breaches of school uniform policy, except where they are persistent and defiant. Where a student repeatedly refuses to comply with the academy uniform policy even if they do not otherwise display poor behaviour, we believe that exclusion could be an appropriate response, depending on the circumstances of the case.

The Principal or a person authorised by the Principal may ask a student to go home briefly to remedy a breach of the school's rules on appearance or uniform. This should be for no longer than is necessary to remedy the breach. This is not exclusion, but an authorised absence. However, if the student continues to breach uniform rules in such a way as to be sent home to avoid school, or takes longer than is strictly necessary to effect the change, the student's absence may be counted as unauthorised absence. Students will not be sent home indefinitely or for longer than is strictly necessary to remedy the breach as this could amount to an unofficial exclusion. In all such cases parents will be notified and the absence will be recorded. When making this decision, the child's age, vulnerability, how easily and quickly the breach can be remedied, and the availability of the parent, will be considered. If the student then repeatedly infringes the academy's rules on uniform or appearance, this may constitute a disciplinary offence and may be grounds for exclusion.

Where a student is not adhering to academy uniform policy, academy staff will be considerate and discreetly try to establish why not. We understand there may be good reasons why a student is not attending school in the correct uniform. For example, their uniform may have been lost, stolen or damaged. Sending the student home or excluding them may not be appropriate in every case. If a student is not wearing the correct uniform because their parents are in financial difficulties, the academy will be sensitive to the needs of the student. The academy will give parents time to purchase the required items and/or consider whether a school or local authority clothing grant can be supplied. A student will not be made to feel uncomfortable, nor discriminated against, because their parents are unable to provide them with the required items of school uniform.

The Role of Parents

We ask all parents who send their children to the academy to support the uniform policy. Parents agree to this by choosing to send their child to the academy.

We believe that parents have a duty to send their children to school correctly dressed and ready for their daily schoolwork. One of the responsibilities of parents is to ensure that their

child has the correct uniform, that it is clean and in good repair and their child presents a 'dressed for business like' appearance when in uniform.

If any parent would like the school to modify the uniform policy they should make representation in the first instance to the Principal. The school welcomes children from all backgrounds and faiths. If there are serious reasons, e.g. on religious grounds, why parents want their child to wear clothes that differ from the school uniform, the school will look sympathetically at such requests.

The Role of the Governors

The Governing Body supports the Principal in setting and implementing the school uniform policy. It considers all representations from parents regarding the uniform policy and liaises with the Principal to ensure that the policy is implemented fairly and with sensitivity.

It is the Governors' responsibility to ensure that the school uniform meets all regulations concerning equal opportunities.

The Academy Dressed for Business Uniform

General Compulsory Uniform (Girls)	General Compulsory Uniform (Boys)
<ul style="list-style-type: none"> • Black Academy Blazer showing the Co-op Academy Manchester logo (original academy branded items still allowed during rebrand period) • An Academy tie • White shirt with a collar (not a polo shirt) • Black academy trousers or plain black skirt (knee length or just above and not pleated). Trousers and skirts must be straight, and must not be Lycra, denim or similar stretchy/skin-tight material • Plain black socks , knee or ankle length • Plain black shoes (No trainers, pumps, canvas, patterns or accessories or excessive decorative features). Shoes should not be on or above the ankle (i.e. no boots) 	<ul style="list-style-type: none"> • Black Academy Blazer showing the Co-op Academy Manchester logo (original academy branded items still allowed during rebrand period) • An Academy tie • White shirt with a collar (not a polo shirt) • Black academy trousers. Trousers must be straight, and must not be Lycra, denim or similar stretchy/skin-tight material • Plain black socks • Plain black shoes (No trainers, pumps, canvas, patterns or accessories or excessive decorative features). Shoes should not be on or above the ankle (i.e. no boots)
<p style="text-align: center;">Optional</p> <ul style="list-style-type: none"> • Academy black jumper with red stripe 	<p style="text-align: center;">Optional</p> <ul style="list-style-type: none"> • Academy black jumper with red stripe

Muslim girls are permitted to wear a plain black headscarf	
Physical Education (Girls)	Physical Education (Boys)
<ul style="list-style-type: none"> • Academy polo shirt and/or long sleeved multi top • Academy shorts • Suitable trainers 	<ul style="list-style-type: none"> • Academy polo shirt and/or long sleeved multi top • Academy shorts • Suitable trainers
Optional	Optional
<ul style="list-style-type: none"> • Academy tracksuit bottoms (from academy uniform shop) • Academy leggings (from academy uniform shop) 	<ul style="list-style-type: none"> • Academy tracksuit bottoms (from academy uniform shop)

For health and safety reasons all jewellery must be removed during a PE lesson and hair tied back.

Jewellery

- A watch and a small pair of stud earrings, 1 in each lobe, are the only jewellery to be worn in the academy. Ear 'gauging' (stretched ear lobes) are not allowed.
- Hair bands to be discreet and either black or dark navy blue.
- No facial/tongue/body piercings are allowed.

Bags

- A large bag to hold A4 sized paper/files/exercise books (small fashion bags are not acceptable).

Please note

- Students should have a doctor's note if they need to wear alternative footwear for the academy, due to a medical condition or serious injury.
- Discreet make-up may be worn. This does not include false eye lashes, false nails, nail art or coloured nail varnish. The final decision will be made by the Principal.
- For any other item of clothing, which does not conform to the academy dress code, parents will be contacted in order to make arrangements to resolve the situation.
- Hair colour must be of a 'natural' colour with no extreme haircuts/styles, e.g. logos on the head or extreme current fashions. The final decision will be made by the Principal.

- All items of uniform should be clearly labelled with the student's name.

Items of Value Such as Mobile Phones, MP3 Players & Games Consoles

- Whilst we understand that many parents want their child to carry a mobile phone for safety reasons these must be switched off in the academy unless they are being used for learning purposes and students have been given permission by a member of staff to switch them on and use them (see Mobile Phone Charter).
- Students are allowed to use mobile phones etc at break or lunch time in the server. Students who break this rule will have their phone confiscated and returned at the end of the academy day. (see Mobile Phone Charter).
- The academy accepts no responsibility or liability for the loss or theft of any such items. Items of value that are brought into the academy remain the responsibility of the student at all times.
- Students are discouraged to bring large sums of money into the academy. If students are paying for trips related to the academy curriculum, dinner money or uniform, we encourage the use of ParentPay® to avoid students bringing in sums of money to the academy.

Medical Dispensations

- The policy will meet the needs of individual students because of temporary or permanent medical conditions. For example, students with some skin conditions may be unable to wear specific fabrics, and students with foot or leg injuries may be unable to wear school shoes. An official medical certificate will be required for any student requiring long-term dispensation due to medical conditions.

WE EXPECT STUDENTS TO ADHERE TO THE ACADEMY DRESSED FOR BUSINESS UNIFORM AS DETAILED ABOVE SO THAT A SMART AND PROFESSIONAL APPEARANCE IS MAINTAINED AT ALL TIMES.

Monitoring, Evaluation and Review

The Governing Body monitors and reviews the school uniform policy by –

- Seeking the views of parents, to ensure that they agree with and support the policy.
- Considering, with the Principal, any requests from parents for individual children to have special dispensation with regard to school uniform.

- Requiring the Principal to report to the Governors on the way the school uniform policy is implemented.

Adopted by the Co-operative Academy on	11th July 2018
Chair of Governing Body	B. S. Crocker.
Principal	
Review date	As and when necessary

Appendix 1 - Religious clothing summary

If not stated in the main body of this policy, the items below do not form part of the standard academy uniform. The standard academy uniform allows students of most faiths to dress with the appropriate level of modesty required. Where the academy receives additional requests on religious grounds in line with the guidelines below, these will be considered sympathetically if they cannot be accommodated within the standard uniform.

(Reproduced with permission from guidance developed by Tower Hamlets in consultation with faith communities in that locality).

Buddhism

In general there are no religious requirements for everyday dress for Buddhists.

Christianity

For the majority of Christians there are no particular dress requirements. In some Christian sects such as the Plymouth Brethren women and girls are expected to wear headscarves and modest clothing.

Hinduism

In general it is not considered acceptable for a Hindu woman to have uncovered legs.

Judaism

Dress requirements vary with orthodoxy. For more orthodox Jews women and girls are expected to keep the body covered and married women cover their hair. Boys and men often wear a skullcap.

Islam

The reason for young women beyond puberty wishing to wear full clothing is modesty; that is, not wishing to receive unnecessary attention.

Young women are appropriately modestly dressed if they are wearing salwar kameez or jilbab with headscarf without the need to wear niqaab in school.

Men are expected to be covered from waist to knee in public places, many Muslim men may also choose to wear a cap but this is not a compulsory religious requirement.

Sikhism

In general covering the body is a requirement. All initiated Sikhs wear the five 'K' symbols as a sign of their initiation into the Sikh community. Male Sikhs wear a turban, the removal of this is unacceptable.

Rastafarian

Rastafarian women dress modestly. There is a taboo on wearing second hand clothing, and therefore children may be unwilling to wear borrowed clothing for PE, etc.

This policy should be read in conjunction with the academy behaviour policies and systems, and all academy health and safety policies. Where there are any requests for religious / additional items that would contravene these policies, these requests will be refused.



The **co-operative**
academy of Manchester

Mobile Phone / Personal Devices

Charter

1. Mobile phones / iPods must **NOT be used** for any purpose (eg. phone, texting, listening to music, surfing the internet, taking photos, checking the time, taking videos) **during any lesson. ****
2. Mobile phones and personal devices are **NOT to be used for taking photographs, recordings or video of STUDENTS OR STAFF**. Breaching this could mean that you are breaking the law. If you are caught, this will be an instant C4 sanction. This will also result in the device being confiscated and the deletion of the material.
3. Mobile phones / iPods **CAN be used** by students before 8.30am, at break time, lunchtime and after the academy day. At these permitted times, phones can **ONLY be used in the diner, library, unoccupied learning zones and outside**. They **MUST NOT** be used at any other time (eg. between lesson changeovers) and are **NOT to be used on the corridors, landings and stairs**.
4. Devices **CAN be used for listening to music** at the permitted times and places **through headphones only**.
5. Mobile phones **MUST always be switched off / on silent during lesson time** and kept out of view, preferably in your bag. Earphones for any personal device **MUST always be out of view** during lesson time and outside of permitted areas or they will be confiscated. This includes earphones that are dangling out of shirts / pockets etc. even if not in use.
6. Mobile phones / iPods **must NOT be taken into examinations**.
7. Permission to have a mobile phone / iPod in the academy will only be allowed under the terms of this charter. By bringing such a device into the academy, the student and parent automatically agree to the terms of this charter. Any student or parent who does not wish to be bound by the terms of this policy is not permitted to bring their device onto the academy premises and must not do so.
8. Devices are **NOT to be charged in the academy** by staff or students **in any public or learning area**.
9. **ALL personal devices are brought in to the academy at the owner's risk. The academy accepts no responsibility for replacing lost, stolen or damaged mobile phones / iPods**

*** The use of phones/iPods may be sanctioned in lessons if explicitly instructed by the member of staff for learning purposes. Staff should not use their phones in lessons for purposes other than education.*





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Mobile Phone / Personal Devices

Mobile phones & personal devices are now a feature of modern society and most of our students own one. Increasing sophistication of mobile phones present a number of issues for schools:

- ◆ The high value of many phones / devices
- ◆ The integration of cameras into phones leading to potential child protection and data protection issues
- ◆ The potential to use the phone (eg. for texting) whilst on silent mode.

This charter sets out how mobile devices are to be used in the academy. The Mobile Phone Charter was devised by students and staff. At its heart are the academy values of **FAIRNESS**, **AMBITION** and **RESPECT**. The use of mobile phones and personal devices is a privilege but these rules apply to all. At all times, staff and students must treat one another **FAIRLY** and with **RESPECT**.

It is not realistic to prohibit phones being brought to the academy, nor is it logistically possible for the academy to collect phones in each morning and return them in the afternoon. It is our policy to allow mobile phones in the academy under the conditions outlined in the charter.

Sanctions

- ◆ If a phone goes off in a lesson, it **MUST** be handed to the teacher upon request. If this is an isolated incident, the phone will be returned at the end of the lesson.
- ◆ Students who are caught actively & deliberately using their phones without permission (or against the terms of this charter) **MUST** hand their phones over when requested. They will be able to collect their phone at the end of the academy day (after the last lesson or detention has finished)
- ◆ Students who repeatedly refuse to follow the charter above (or use their device in a way that seriously infringes the terms of the charter) will have their phones confiscated and be dealt with according to the academy's behaviour management policy

If a student refuses to hand over their mobile phone / device they will be isolated and parents contacted immediately to come into the academy to resolve the issue.

Repeat offenders will be banned from having their mobile phone / device in the academy, if caught with it they will face serious disciplinary action.

