



# Uniform Information Booklet



Our uniform policy is set to reflect a practical approach to achieving a standard of uniform that is both functional and smart. It is designed to achieve equal opportunities wherever possible; to ensure that the students enjoy a corporate identity; to provide safe and functional clothing and footwear and to minimise any personal risk to the health and safety of students and staff.

The standards set in a school, and in particular the standard of uniform, does much to enhance the learning environment for the students. The atmosphere created through the compliance of students to this dress code will do much to set the tone of the school and will greatly help to encourage a good work ethic for all students.



Blue blazer with college logo and batik blue trim on collar / lapels	Compulsory	Available from our uniform shop only
Knee length blue 'Bedford Check' skirt (straight or pleated) or dark grey traditional formal style tailored school trousers (not jeans, leggings/jeggings or sports-wear)	Compulsory	Skirts available from our uniform shop only. Trousers are available from our uniform shop but may be purchased elsewhere. All trousers must conform to our uniform expectations
Batik Blue college tie	Compulsory	Available from our uniform shop only
Plain white shirt with collar and sleeves	Compulsory	Widely available
Dark grey knitted jumper with batik blue stripe on the V-neck	Optional	Available from our uniform shop only
Black socks (not above knee length) or tights	Compulsory	Widely available
Black polishable shoes. Any laces must be black.	Compulsory	Widely available
Bags must be practical and large enough to accommodate a number of A4 documents or folders. Back packs are preferred.	Compulsory	Widely available

Please make yourself aware of the rules and expectations on the following page. These standards must be strictly adhered to by all students.

The college reserves the right to define what styles of clothing are acceptable in addition to those stated. If you are unsure please contact us for guidance before making purchases.

## Rules and Expectations

All students are expected to wear their uniform correctly and with pride. Ties must be worn correctly, with the top shirt button done up and the shirt tucked in. All items of clothing must be clearly marked with the owner's name – please check regularly that the name is still visible.

The college cannot accept any responsibility for loss of property, or injury incurred by students having inappropriate dress, footwear or jewellery.

Students not wearing correct uniform will be removed from lessons until the uniform issue is rectified, usually by the correct item being brought in to college for them.

Students are not permitted to wear make-up, nail polish, acrylic or any other type of false nails.

▲ **Blazers** – The college blazer is to be worn at all times, unless permission is given for it to be removed. We discourage students from wearing any non-uniform clothing such as coats\* sweatshirts, hoodies, etc. and, if these are worn, they must be removed upon entry to the building. \*weather permitting

▲ **Skirts** - Skirts must be between five centimetres above or below the wearer's knee. Please ensure that your child's skirt falls within these boundaries when you purchase it as skirts of a length outside of this are not permitted under any circumstances.

▲ **Trousers** – Trousers must be dark grey, traditional, formal style tailored school trousers, as available from our Uniform shop. Trousers purchased elsewhere must be of the same style. Other styles such as jeans, leggings or sports-wear are not permitted; please ensure that trousers conform to the style required before purchasing.

▲ **Collared Shirt and Tie** – Shirts must be worn tucked in with all the buttons done up right up to the neck underneath the college tie, which must be tied appropriately.

▲ **Jumpers** – The college uniform jumper is an optional item that may be worn in addition to the blazer. No other jumpers or cardigans, etc., are permitted.

▲ **Shoes** - Shoes must be wholly black, with no white or coloured markings whatsoever and any laces must be black. They must be water-proof (leather-look/polishable) and of a style that is not likely to endanger the wearer whilst in the college. Boots, trainers, suede or canvas shoes, open-toed shoes, sling backs, sandals or flip-flops are not permitted in any weather.

▲ **Face and Head Coverings** - For reasons of security and health and safety, no hats, helmets, hoods or face veils should be worn in the college. Headscarves and turbans may be worn on religious grounds only and must be black or white in colour. Any other items such as scarves must be removed upon entry to the building.

▲ **Jewellery** – Students are permitted to wear a maximum of one small discrete stud earring in each ear and one finger ring of plain design, all of which must be removed for practical and PE lessons. No other items of jewellery, including facial piercing jewellery or retainers, are permitted under any circumstances. We accept no liability for jewellery brought into college.

▲ **Hair** - If longer than collar length, hair must be tied back in situations where it could cause a danger to the individual or others, such as in PE and other practical lessons. Extreme fashion hairstyles and colours are not allowed. Hair must be natural colours only.

▲ **Specialist Clothing** - Some subjects will require specialist clothing, such as aprons, laboratory coats and goggles. Students are to wear the required specialist clothing when directed by staff.

# Shoe Guide

Please use this guide when purchasing school shoes.

Examples of acceptable styles (not an exhaustive list):



Examples of unacceptable styles (not an exhaustive list):



Please note that any style of boots, trainers, sandals, high heeled, canvas or suede shoes are not acceptable.

# PE Kit

All items of kit **must** be clearly marked with the owner's name and students must take responsibility for ensuring that they leave the changing rooms with all of their belongings. Training shoes must **not** have black soles and must be a change from college wear. Football boots should have approved rubber or metal studs; blades are not permitted. Students who play for the college football, rugby, netball and/or hockey teams will at times play on 3G pitches, where only rubber or astro-turf trainers will be permitted.



Polo Shirt with college badge	Compulsory	Available from our uniform shop only
Rugby Shirt with college badge (Boys) or Fleece with college badge (Girls)	Compulsory	Available from our uniform shop only
Shorts	Compulsory	Available from our uniform shop only
Socks	Compulsory	Available from our uniform shop only
Track Pants	Optional	Available from our uniform shop only
Training Shoes (not black soles)	Compulsory	Widely available
Football Boots (rubber or metal studs, not blades)	Compulsory	Widely available

# Purchasing Uniform and PE Kit items

Uniform and PE Kit is ordered and purchased by credit or debit card via our online Uniform Shop at <https://www.parentpay.com/ParentPayShop/Uniform/Default.aspx?shopid=314>

There is a link to this site on the parents>uniform page on our website.

Please note that you cannot order or pay for uniform via your own ParentPay account. Our online Uniform Shop uses the ParentPay system to facilitate credit and debit card payments but is a standalone system and is not linked to individual's ParentPay accounts.

During term time, items ordered by midnight each Wednesday are available for collection from the uniform shop in room 0803, the following Monday. Collection outside of the normal opening times shown below must be by arrangement with our uniform shop team. If items are out of stock, we will advise you of the estimated date that they will become available.

Students can purchase replacement ties from our finance office (room 1108) before or after college, during registration (once registered), and at break or lunch times on any school day.

## Uniform Shop - Opening times for collection of pre-ordered items and for returns:

### During the term:

Monday	Lunch time and 2.50 – 3.20 pm
Wednesday	Lunch time
Friday	Lunch time

### During school holidays:

Summer	To be confirmed.
Other holiday (except for Christmas)	By arrangement. Please contact the uniform shop by email or telephone

If you are unable to use the online shop please contact our Uniform Shop.

### Uniform shop – contact details

The Uniform Shop is managed by our Finance Office Team. You can contact them by:

Email: [uniformshop@thespirescollege.com](mailto:uniformshop@thespirescollege.com)

Telephone: 01803 408843

### How do I know what size to order?

The uniform comes in a wide range of sizes, but all garments are sized in inches (e.g. 36" chest, 34" waist) rather than in age. This means that you will need to know your child's waist and chest measurement. We recommend ordering the size above the measurement, ie measurement 32" – order 34".

To take a chest measurement: take a tape measure through the arms and around the fullest part of the chest.

To take a waist measurement: place a tape measure around the natural waistline, taking care not to pull it too tightly.

Skirts come in two lengths: Regular (20 inches) and Long (22 inches) and, as skirts must rest less than 2 inches (5 centimetres) above or below the wearer's knee, you will need to measure the distance from the waist to knee to determine the length you require.