



**AL MANAHIL**  
PRIVATE SCHOOL

**School Uniform  
Policy (student  
and staff)  
2019/20**

**Policy: School Uniform and Staff Dress Code  
Corresponding to Private Schools' Policy (30) and Article (35) of  
the Organising Regulations**

**DEFINITION(S):**

For the purpose of this policy a school uniform is defined as a limited range of clothing, including footwear and headwear for daily wear and a PE uniform for wear during PE lessons. It identifies students as belonging to Al Manahel Private School. Al Manahel Private School expects students to wear the uniform during school hours, while travelling to and from school, and when engaged in school activities out of school hours. Staff Dress Code refers to the rules defining appropriate dress for all Al Manahel staff. The School refers to Al Manahel Private School.

**PURPOSE(S):**

- To contribute to the health and safety of students when engaged in school activities.
- To reflect school community standards and expectations. School uniforms and staff dress code should be consistent with work health and safety, anti-discrimination and equal opportunity legislation.
- To reflect the diverse nature of the student and staff population in the school and not disadvantage any student. Economic, personal, social and cultural factors affecting students and their families must be considered when deciding on items of uniform. Other considerations, such as body shape or religious requirements should be taken into account in making a final decision on the design and fabric of school uniforms.
- To engender a community feel among staff and students and pride in their belonging to the Al Manahel school community.

**POLICY:**

**School Uniform**

The school's uniform policy and school uniform requirements should be reviewed at least every five years and amended where necessary. Groups within the school community may also seek a review when circumstances change significantly or issues arise.

All children should wear the school uniform on a daily basis, this consists of:

<b>Girls</b>	<b>Boys</b>	<b>PE Uniform</b>
Black school shoes White ankle or knee length socks or black tights White long sleeved under vest and black leggings (optional) School Polo shirt with logo Short school skirt or long school skirt (G5 to 8) Blue, white or black headscarf	Black school shoes Black or white socks White long sleeved under vest (optional) School polo shirt with logo School long pants	PE T shirt PE track pants Trainers (any colour) – NO FOOTBALL BOOTS OR FLORESCENT COLOURED TRAINERS

PE Uniform for children up to Grade 4 can be worn on days when they have a PE lesson. Children in Grade 5 up can come to school in their PE kit but should get changed into their uniform following PE for health and hygiene reasons.

**HAIR**

- Hair shoulder length or longer should be tied up at all times.
- Jewellery should be kept to one pair of small studs and a watch for health and safety reasons.
- Makeup and nail varnish should be discrete.
- Hair colours should be natural.

## **Implementing school uniform requirements**

Response to students who do not wear uniform must be appropriate. Response must be fair and consistent. They must not prevent students from continued participation in essential curriculum activities except where exclusion is necessary for reasons of safety. In this situation, alternative educational activities must be provided.

Children may be excluded from PE if they do not have the correct uniform and it will pose a health and safety, health or hygiene risk. This is particularly the case with foot ware for PE.

Children may be excluded from curriculum activities such as science experiments or DT practical work if they do not have their hair tied up or if their clothing poses a health and safety risk.

Positive reinforcement and encouraging responsible behaviour are the preferred approaches to ensuring students wear the school uniform.

The homeroom teacher is responsible for monitoring school uniform compliance.

Three warnings should be issued. After this a uniform letter should be sent home with a week given for the parent to purchase the appropriate item. After three letters have been sent home the VP will call the parents and reiterate the need for and purpose of a school uniform. After 3 calls from the Pastoral Lead the Assistant Vice Principal will call.

Suspension or expulsion solely for non-compliance with uniform requirements is not to occur. Student enrolment cannot be contingent upon adherence to school uniform policy.

Everyone has a role in setting the standards for the school. Teachers and other school staff model appropriate standards for students. They should dress in a professional manner at all times.

Students should not be disadvantaged where required uniform items are not available because of circumstances beyond their control. Therefore sanctions will not be imposed if stock is not available at the suppliers and alternative provisions will be made.

Conscientious objections by parents to the wearing of school uniform should be respected.

Any change in school uniform has significance not only for students and their parents or carers but also for those agencies that supply school uniforms.

If after a process of consultation with students, teachers and parents or carers, Al Manahel school proposes a change in school uniform we will announce our decision early in the school year preceding the change. All parents or carers and, as far as is practicable, all retailers concerned must be notified. A period of transition will be allowed for where children can replace uniform as the need arises. Students in their final year of school will have the option to continue in the old school uniform.

## **Staff Dress Code**

Everyone has a role in setting the standards for the school. Teachers and other school staff model appropriate standards for students.

UAE Nationals should observe appropriate national dress.

Ex patriots should dress in a professional manner at all times. Clothing should not be too tight fitting, sheer or revealing. All tattoos should be covered. Piercings should be limited to one pair of earrings. Jewellery and make up should be conservative.

Gentlemen: Short or long sleeved shirt and tie (teachers); Smart pants (no jeans); Closed shoes

Ladies: Skirt, dress or pants to cover the knee (no jeans); Top to cover the shoulders and décolletage (no jean material); Sandal or shoe – no flip flops

PE Staff: Shorts should reach the knee; Pants should not be bodycon or lycra; Tops should be loose and not tight fitting; If provided school PE uniform should be worn; Shoes should be appropriate

### **Implementing the dress code requirements**

- In extreme cases staff will be asked to go home and change.
- Staff in breach of the dress code will receive a verbal warning from their line manager.
- On the repeat of a breach they will be emailed by the Principal.
- They will be emailed a further two times by the Principal ultimately resulting in a formal verbal warning after three emails and moving on to formal written warnings all of which are recorded in the staff file. Ultimately infringements will be considered when renewing contracts or evaluating reviews of contract terms.

### **ROLES AND RESPONSIBILITIES:**

The Principal will:

- Ensure that the school uniform policy is developed and reviewed collaboratively with the school community.
- Oversee the shared responsibility for ensuring that students are encouraged to wear school uniforms that meet agreed community standards and adhere to PSQA regulations and policies.
- Provide parents or carers with the school's uniform policy and school uniform requirements and all staff with the staff dress code.
- Ensure that the documentation of the school's uniform policy, staff dress code and the school uniform requirements are published on the school website.
- Ensure staff dress code is adhered to by all staff and agreed sanctions are implemented for breaches of the dress code.