



POLICY (Number: Pv) SCHOOL UNIFORM, BADGE AND BRANDING

The school uniform and any branding related to school items and stationery plays an important role in the good name of the school and the way in which the school is perceived. A school uniform, worn correctly, promotes pride in one's school and has an impact on attitude and behaviour. A uniform that is comfortable, practical and appropriate influences the way in which children learn, play and conduct themselves. A uniform also creates an equal platform amongst pupils, creating a sense of community.

(A) UNIFORM:

School Uniform:

- The wearing of the school uniform is mandatory for all pupils enrolled at the school.
- The list of uniform items is listed on Addendum A.
- All uniform items must be marked with the pupil's name.
- Unmarked uniform items are kept in Lost Property for two weeks after which they are cleaned and absorbed into the 2nd Hand School Shop.
- School uniform items that are no longer required can be gifted to another Somerset House family, sold to another Somerset House family or donated to the 2nd Hand School Shop. Uniform items are not to be given to any non-Somerset House families.
- Any changes to the school uniform must be approved by the Chairman of the Board of Governors.
- The full school uniform or sports kit must be worn when leaving the school property (no children leaving in swimming costumes or barefoot).
- Parents must ensure that clothing remains in a good condition and that any items that are discoloured, torn, missing buttons, broken, ill-fitting or damaged will be replaced.
- Children are responsible for wearing the correct uniform items for different events.
- Teachers are responsible for monitoring and ensuring that the uniform policy is adhered to.
- Parents are responsible for ensuring that the children have the correct uniform items to wear and that the condition of the items is acceptable. They are also responsible for ensuring that all items are clearly marked and that the washing / cleaning instructions are followed to ensure longevity.
- In cases where it is not possible for a child to adhere to the uniform policy (uniform stolen or un-wearable), a letter from the parent is required with an explanation and a clear indication of when the situation will be resolved.
- Black school shoes must be worn. Sandals (plain black) can be worn in summer.
- Important: If the above regulations are problematic for religious or cultural reasons, or as the result of a disability, the issue must be brought to the attention of the Headmaster. A discretionary decision may be made in such cases.

School Bags and Tog Bags

- Plain black or navy back-packs and tog bags are preferable. The school tog-bag is not compulsory but it is encouraged.
- Grade 1 – 3 children must all have a school-branded "book bag".
- No offensive or distasteful language, slogans or images may be displayed on tog bags, back-packs or book bags.
- Back packs or school bags must be of such a nature that books remain in good condition.

Civvies' Days

- The school may from time to time allow days where children can come to school in civvies (non-uniform items).
- Children should still dress in an appropriate and comfortable manner.
- No clothing with offensive or distasteful language, slogans or images may be worn.



Make-up

- No make-up is allowed whatsoever.

Grooming

- Pupils are to keep their hair neat and tidy (please see Hair and Jewellery Policy).
- We expect pupils to maintain acceptable standards of hygiene and grooming. Hair should be brushed daily and washed regularly.
- Deodorant should be worn when developmentally appropriate
- Grooming items (brushes, combs, deodorant sticks etc.) and hats may not be shared.

Nails

- Nails must be kept short and clean. No nail polish of any kind is allowed.

(B) BRANDING

The use of the school's logo implies endorsement, ownership and / or interest in the product or communication. All staff and pupils, when using the School's logo and any other brand marks, must comply with the guidelines below to communicate a consistent, standard School visual identity.

- The school logo should not be altered in any way. The logo is a "two-spot colour" logo (black, grey and teal)
- All school stationery must be approved by the Headmaster
- All official school communication must be sent on the approved school letterhead.
- Use of school stationery without permission is prohibited.
- All printing and branding using the school teal colour should be as close as possible to Pantone 323.
- The School's slogan / by-line "More than a School ~A Way of Life" should always be typed in Monotype Cursivo Font.
- Preferred font for communication is Arial.
- The logo should be centred at the top of the page where possible.
- E-Mail signatures:

(C) BADGE

The school badge and branding should not be used without the knowledge and consent of the Headmaster and/or Marketing Manager. The style and colour of all clothing items that bare the school badge must be approved by the Headmaster / Marketing Manage prior to the branding.



ADDENDUM A

Girls' Summer Uniform:

- Teal uniform dress
- White cotton socks
- Black shoes / sandals
- White hat

Girls' Winter Uniform:

- Grey tunic
- Long sleeved turquoise shirt
- Long grey socks / stockings
- Black shoes
- V-necked teal jersey
- Plain navy rain jacket (optional)

Optional Item:

- Grey Fleecy Top (winter only)

Girls' Sports Uniform:

- Teal Shorts (U7 – U9)
- Falcon T-shirt
- House T-shirt
- Hockey T-shirt
- Hockey Socks
- Takkies (preferably white)
- Skorts (U10 – U13)
- Sports Tracksuit

Boys' Summer Uniform:

- Short sleeved turquoise shirt
- Grey shorts and grey socks
- Black shoes / sandals
- White hat

Boys' Winter Uniform:

- Grey shorts or long pants
- Short sleeved turquoise shirt
- Long grey socks
- Black shoes
- V-necked teal jersey
- Plain navy rain jacket (optional)

Optional Item:

- Grey Fleecy Top (winter only)

Boys' Sports Uniform:

- White or navy shorts
- Falcon T-shirt
- House T-shirt
- Hockey T-shirt
- Rugby jersey
- Hockey & Cricket socks
- Takkies (preferably white)
- Sports Tracksuit