

Uniform Policy

Date Issued:	June 2024
Review Date:	June 2025

Changes made since last review:	
Pg 4	Update to compulsory tie requirement (branded or non-branded)
Pg 7	New / extra piercings update (see PE Dept Jewellery Policy Appendix)
Pg 10	Addition of Appendix 1 (PE Dept Jewellery Policy)

Table of Contents

School uniform	3
Use of electrical equipment	3
School procedures	3
School uniform	4
Sports kit	5
Acceptable school shoes	7
Unacceptable school shoes	7
Acceptable school coats	7
Unacceptable school coats	7
Jewellery & piercings	7
Hair, makeup, nails & tattoos	8
Stationery requirements	8
Appendix 1: PE department jewellery policy	10

School uniform

When students arrive at school in the correct uniform they are a real credit to us all and this also helps the students to take pride in themselves and their Academy.

Alongside this, when students are in the correct uniform each day they are ready and prepared for work in the classroom.

In exceptional cases Westfield does however hold a small hardship fund to support parents and carers if needed. All enquiries are to be made in writing to the Admissions & Events Assistant at admissions@westfield.academy. We will support pupils with medical conditions that require non-school sanctioned items of clothing. **However, all cases to be considered will need to be supported by medical documentation.** Pupils will not be permitted to wear non-school footwear for blisters or minor ailments under any circumstances.

Trustees, parents and staff are committed to maintaining high standards therefore students are required to wear the correct uniform each day. Listed below are the do's and don'ts of our Academy's uniform requirements. **Please be aware that uniforms can only be purchased directly from our supplier, please see below for further details.**

Use of electrical equipment

If any items of non-school uniform or electrical devices (including mobile phones) are seen or heard on the Academy site, they will be confiscated from students. **Our procedure here is that they are confiscated immediately and returned at the end of the school day between 2:50-3:00pm from the student reception area.** Refusal to hand over the confiscated item will lead to a day's internal exclusion.

School procedures

Please note that if your child is starting in **Year 7** they will be given the following items on entry to Westfield Academy – **a school bag, water bottle and student planner.** Students will be expected to use them daily.

Students in Year 8, 9, 10 and 11 will be given a student planner.

If items are lost or damaged, a replacement will need to be sourced from the school at a cost to parents.

Westfield Academy uniforms can be purchased from the supplier Mapac:

by phone:



01923 255525 (local rate)
Lines are open:
Monday - Friday 9am - 5pm

by fax:
01923 219035

by phone from outside of the UK:
00 44 (0) 1923 255525

by email:



sales@mapac.net








website:
www.mapac.com






by post:






Mapac Group Ltd
6 Mowat Estate
Sandown Road
Watford
WD24 7UZ











School uniform

<p>Blazer*</p> 	<ul style="list-style-type: none"> ● *Compulsory – purchased through Macpac ● Navy, with school crest blazers should be worn at all times including travelling to and from school ● Staff will give permission to remove the blazer in class as appropriate ● Jumpers and cardigans are NOT an alternative to the blazer
<p>Shirt (Boys)</p> 	<ul style="list-style-type: none"> ● White, with a formal collar and top button ● Shirts should be tucked into the trousers neatly NOT worn bloused over the waist band ● Shirt buttons should be fastened to the neck
<p>Blouse (Girls)</p> 	<ul style="list-style-type: none"> ● White, with a formal collar and top button ● Shirts should be tucked into the skirt neatly NOT worn bloused over the waist band ● Female students should also be aware of whether underwear can be seen through their school shirts as this is deemed inappropriate
<p>Tie*</p> 	<ul style="list-style-type: none"> ● *Compulsory – purchased through Macpac ● Branded or non-branded
<p>School Trousers (Boys)</p> 	<ul style="list-style-type: none"> ● Mid / charcoal grey or black ● Straight leg, not skinny or tapered ● Trousers should be worn on the waist NOT below ● No cotton denim or canvas (chino) materials
<p>School Shorts (Boys)</p> 	<ul style="list-style-type: none"> ● Mid / charcoal grey or black and knee length ● Straight legged, not skinny ● Shorts should be worn on the waist NOT below ● No cotton denim or canvas (chino) materials
<p>School Skirt / Trousers (Girls)</p> 	<ul style="list-style-type: none"> ● Mid / charcoal grey or black and loose fitting ● Straight legged NOT 'skinny' or 'bootleg' ● No casual trousers or skinny trousers/jeans (eg, elasticated waists / stretch material are not permitted, nor trousers with 'slits' or decoration) ● Skirts should NOT be rolled over. The length of the skirt must be appropriate for school - knee length is expected. ● IF SKIRTS / TROUSERS ARE NOT CONSIDERED TO BE ACCEPTABLE YOUR CHILD WILL BE SENT HOME

<p>Socks</p> 	<ul style="list-style-type: none"> Boys – black, grey or white Girls – black, navy, grey or white socks or black, navy or neutral tights Tights and socks are to have no decoration or colour other than those stated
<p>Shoes</p> 	<ul style="list-style-type: none"> Smart black shoes Shoes must be black and must be comfortable enough to wear throughout the school day They should support your child's feet and protect them during practical lessons Heels, canvas plimsolls, boots and trainer-like shoes are <u>NOT</u> acceptable
<p>Jumper / Cardigan</p> 	<ul style="list-style-type: none"> Navy pullover jumper or knitted cardigan Cardigans and jumpers should <u>NOT</u> be worn in place of a blazer
<p>Coats</p> 	<ul style="list-style-type: none"> School coats should be plain and dark – blue or black As winter draws in please also be aware that only black or navy coats will be allowed to be worn during school Hoodies or jackets will <u>NOT</u> be accepted as a coat
<p>Hats & Scarves</p> 	<ul style="list-style-type: none"> Permitted in poor winter weather for the journey to / from school only Hats (<u>NOT caps</u>) and gloves may only be worn outside during the winter months The only permitted scarves are black or navy blue scarves, which are <u>NOT</u> to be worn during lessons

Sports kit

<p>This can be purchased on Mapac. *Compulsory items are the PE socks and the polo top, unisex or the girl's V-neck. Students will be allowed to wear any combination of the kit in PE both for indoor and outdoor lessons. The polo shirt needs to be worn with any of the following shorts, skirt, leggings or tracksuit bottoms all available from Mapac.</p>	
	<ul style="list-style-type: none"> *Compulsory – Westfield unisex panelled polo shirt; or *Compulsory – Girl's v-neck sports polo
	<ul style="list-style-type: none"> Westfield unisex sports shorts; or Plain navy blue / black shorts
	<ul style="list-style-type: none"> Westfield girl's panelled skirt; or Plain navy blue / black skirt

	<ul style="list-style-type: none"> ● *Compulsory – Westfield contract top sports socks
	<ul style="list-style-type: none"> ● Westfield training trouser; or ● Plain navy blue / black training trouser
	<ul style="list-style-type: none"> ● Westfield leggings; or ● Plain navy blue / black leggings
	<ul style="list-style-type: none"> ● Westfield sweat pant; or ● Plain navy blue / black sweat pant
	<ul style="list-style-type: none"> ● Westfield quarter zip top; or ● Plain navy blue / quarter top zip
	<ul style="list-style-type: none"> ● Westfield rain jacket; or ● Plain navy blue / black rain jacket
	<ul style="list-style-type: none"> ● Base layer (long sleeved)
	<ul style="list-style-type: none"> ● Hoodie – *Westfield branded items only
	<ul style="list-style-type: none"> ● Westfield gym sac or plain navy / black sports sac; or ● Westfield sports bag or plain navy / black sports bag
	<ul style="list-style-type: none"> ● Acceptable sports footwear

Acceptable school shoes



Unacceptable school shoes



Acceptable school coats



Unacceptable school coats



Jewellery & piercings

- Items of jewellery that are permitted are a wrist watch and one pair of stud ear-rings. The studs can be located anywhere in the ear, but they must be studs for safety and only one per ear is permitted.
- A discreet, transparent or silver stud can be worn in the nose as long as it is no wider than 1mm and as long as it doesn't protrude from the nose.
- **Other facial piercings (e.g. eyebrow, lip or chin) are NOT permitted.**
- **Students who are planning on getting new piercings that would exceed the number of allowed piercings should do so at the start of summer holidays, to allow sufficient time to heal. Students who are wearing more than one astute per ear / one nose stud, will be asked to remove additional piercings.**
- Jewellery and watches should be removed before taking part in PE activities or any physical school activity. The health and safety of our learners is of paramount importance. See the PE Department Jewellery Policy in Appendix 1.

Permitted Items:



Examples of permitted nose studs:










Hair, makeup, nails & tattoos

- Hair should be of natural colourings and hair accessories need to be simple in nature and not ornate or colourful in any way.
- All students with long hair must have it tied back during PE lessons or any physical activity.
- Extreme hairstyles are **NOT** acceptable, such as **unnatural colour, two tone or 'shaved' hair less than No. 2 or with patterns / initials, etc.**
- A discreet amount of make-up is allowed for students; no bright lipsticks or eye shadows are to be worn. Make up should be natural looking and blended into the student's natural skin colouring.
- Nails need to be of natural colours (soft neutral shades or) French manicure only. Extensions are permitted but must be in a square or soft rounded shape (no extreme / sharp edged shapes will be allowed) and of an appropriate length to meet with PE and health and safety regulations.
- Students should also have **no visible tattoos**; this includes whilst they are wearing their PE kit.

Stationery requirements

All students are expected to be fully equipped with the correct stationery tools for lessons. As a basic requirement, students are expected to have the following items:

Pen	
Pencil	
Rubber / eraser	
Ruler	
Sharpener	
Planner (this is supplied to students on admission into the school)	
Glue stick	

Maths set – compass



Appendix 1: PE department jewellery policy

A recent update from the Association for Physical Education (AfPE) states the following regarding jewellery:

“The Association for Physical Education (AfPE) strongly recommends the practice of removing all personal effects at the commencement of every lesson to establish a safe working environment. This applies to all ear and body piercings, including retainer and expander earrings.”

Students should remove all jewellery safely and quickly to participate in PE lessons. If students are unable to do this, the items of jewellery should not be worn to the Academy. The Academy’s Uniform Policy allows students to wear one set of small stud earrings to school, one small nose stud and a watch – any other items should be kept at home. Piercings that cannot be seen, should be removed on days students have PE lessons.

The following update has been released by AfPE regarding taping:

“Where the school accepts taping, the teacher supervising the group has the legal responsibility to ensure the taping is fit for purpose.”

To ensure students receive maximum learning time, in a safe environment, teachers cannot check the taping and, therefore, will no longer be allowing students to tape their piercings.