

School Uniform and Equipment Policy

Approved by:	G.Plane-Da'Silva	Date: June 2026
Last reviewed on:	June 2026	
Next review due by:	June 2027	

Contents

1. Aims
2. Our school's legal duties under the Equality Act 2010
3. Limiting the cost of school uniform
4. Expectations for school uniform
5. Expectations for our school community
6. Application of the uniform Policy
7. Monitoring arrangements
8. Equipment and presentation of work (Secondary Phase)
9. Links to other policies

1. Aims

Our uniform policy which contains our expectations of all elements of personal presentation, including hair and make-up, has been constructed in consultation with students, families and staff. It is school policy that all students wear the correct uniform when attending school, as well as for some school organised events.

We place importance and value on our school uniform including hair, make-up and jewellery, both as a mark of pride in the school as well as a positive identification with the school community. In addition, a clear uniform policy can avoid conflict at home about what to wear. Experience demonstrates that when students are smartly presented, this will positively influence their attitude in school, setting the tone for learning and progress. Therefore, through our uniform policy we aim to:

- Encourage pride in the school and support high quality teaching and learning
- Enable students to be comfortable, safe and secure
- Clearly identify students inside and outside the school
- Ensure that no student feels excluded because of different social, religious and ethnic backgrounds
- Encourage a sense of inclusion, equality and belonging
- Protect students from social pressures to dress in a particular way
- Promote a sense of equality and belonging within the school community

2. Our school's legal duties under the Equality Act 2010

The [Equality Act 2010](#) prohibits discrimination against an individual based on the protected characteristics, which include age, sex, disability, race, religion or belief, pregnancy and maternity, and gender reassignment.

To ensure that our uniform is inclusive, our school will:

- Avoid listing uniform items based on sex, to give all pupils the opportunity to wear the school uniform they feel most comfortable in.
- Ensure that our uniform costs the same for all pupils
- Allow all pupils to have long hair (though we reserve the right to ask for this to be tied back)
- Allow pupils to request changes to swimwear for religious reasons or if they are experiencing discomfort
- Allow pupils to wear headscarves and/or other religious garments.
- In consultation, and the agreement of the SENDCo, we may make reasonable adaptations to uniform for pupils with sensory or physical needs, depending on their specific needs. This will be considered on a case-by-case basis.

3. Limiting the cost of school uniform

Our school has a duty to ensure that the uniform we require is affordable, in line with statutory [guidance](#) from the Department for Education (DfE) on the cost of school uniform. Our Suppliers are: [Birds of Dereham](#)

We understand that items with distinctive characteristics (such as branded items, or items that need to have a school logo or a unique fabric/colour/design) cannot be purchased from a wide range of retailers and that requiring many such items limits parents/carers' ability to 'shop around' for a low price.

We will make sure our uniform:

- Is available at a reasonable cost
- Provides the best value for money for parents/carers

We will do this by:

- Carefully considering whether any items with distinctive characteristics are necessary.
- Limiting any items with distinctive characteristics where possible for example, by only asking that the blazer or the jumper is worn, and not both.
- Limiting items with distinctive characteristics to low-cost and/or long-lasting items, such as ties
- Avoiding specific requirements for items pupils could wear on non-school days, such as coats, bags and shoes.
- Keeping the number of optional branded items to a minimum, so that the school's uniform can act as a social leveller.
- Avoiding different uniform requirements for extra-curricular activities

- Making sure that arrangements are in place for parents/carers to acquire second-hand uniform items.
- Avoiding frequent changes to uniform specifications and minimising the financial impact on parents/carers of any changes.
- Consulting with parents/carers and pupils on any proposed significant changes to the uniform policy and carefully considering any complaints about the policy.

4. Expectations of the school uniform

All students are expected to always wear the correct school uniform during the school day, we call this 'Dress Smartly', as part of the Litcham Way. This includes to and from school, as well as during some school organised events. We expect all students to wear the uniform with pride and to conduct themselves appropriately when representing the school. This also applies when students are off-site and in the school community (e.g. before and after school hours). We expect all students, supported by their families, to take personal responsibility for the presentation of their uniform and to ensure their uniform is worn correctly and consistently.

Parents/Carers should contact their child's tutor via a note in their planner if there are any personal circumstances affecting their child wearing the correct uniform, in order to make a swift resolution. At the Primary Phase, parents will need to communicate this through the Primary reception email or at drop-off. If a note is provided, we would expect parents/carers to notify the school of the date that their child will be expected to be back in full uniform. During this period we will endeavor as a school to lend uniform (for example Ties) on a temporary basis and it's the students responsibility to return this or families may be charged. We would expect all uniform issues to be resolved by the following school week.

If parents are unable to afford new items of uniform within the acceptable time frame, the school may agree to pay for these on the provision that the school will be reimbursed by the families when they are able to do so – in such circumstances a suitable re-payment plan would be agreed. There may be some circumstances where the school is able to provide certain items of uniform using Pupil Premium Funding.

4.1 Secondary Phase:

- ✓ Footwear should be a black, formal, flat shoe. Black leather sports trainers, pumps, canvas shoes and boots are not permitted. Heels no more than 1 inch
- ✓ Black trousers should be smart, formal and full length. Jeans-style, leggings and tight, skinny fitting trousers or cropped trousers are not permitted. Hipster style trousers are also not appropriate

- ✓ School jumpers must have the school logo and must be worn at all times except where classroom teacher permission is given or summer uniform is in operation. Jumpers should not be tucked into skirts or trousers. Hoodies are not permitted in school and will be confiscated
- ✓ Litcham logo knee length skirts to be worn by all year groups. If students choose to wear a skirt, they must also wear black tights, except when summer uniform is in operation
- ✓ Shorts, plain black, smart tailored – not cargo or branded may be worn during the summer uniform period. (Litcham logo shorts available from Birds of Dereham)
- ✓ Shirts should be long enough to tuck into trousers, with the top button fastened. Short, fitted blouses are not permitted
- ✓ Ties to be worn at all times
- ✓ Belts should be black, narrow and unbranded with a small plain buckle
- ✓ Socks or tights should be black and plain, not patterned. They should be unbranded (eg. No sports logo's)
- ✓ Minimal, natural makeup permitted. Students who take advantage of this privilege by wearing extreme cosmetics will be required to remove it
- ✓ False eyelashes are not to be worn
- ✓ Jewellery – 2 plain/simple stud earrings in each ear—no other jewellery permitted. Simple non-smart watch permitted. Ear piercings must be able to comply with PE safety rules. Students will be asked to remove any additional item(s) of jewellery and they will be confiscated. Confiscated items will be taken to main reception and parents/carers will be notified to collect them. In addition, students and parents/carers should be aware that jewellery is brought to school at the students' own risk. The school takes no responsibility for any item of jewellery that contravenes the school's uniform policy and is subsequently lost on school site. Medical bracelets are permitted to be worn.
- ✓ No extreme hair styles (in the pastoral teams discretion) : eg shaved head, mohicans etc. Hair no shorter than 3mm—no skin fades, crew lines/scratches (including in eyebrows)
- ✓ No body artistry. For example: false tattoo's, nail varnish, false nails.

- ✓ Tattoos: It is a criminal offence to tattoo anyone under 18 unless a qualified medical practitioner does it for medical reasons. Any incidences of tattoos will be investigated by the school as an issue of child protection.
- ✓ Hoodies are not permitted in school. The member of staff will confiscate the hoodie and parents will be informed when they can collect it from main reception. Hoodies should not be worn on the way to school or on the way home from school.
- ✓ Outside garments (coats etc) are not to be worn in the school building
- ✓ Glasses: Inside the school students are permitted to wear prescription glasses only. Coloured or tinted lenses can only be worn indoors if they are prescribed by an appropriate medical professional. Litcham school prohibits the use of Ai glasses for the safety of pupils and staff.

PE kit is available from Birds of Dereham

Health and Safety – All school permitted jewellery is not to be worn during PE. All non-school permitted jewellery should not be worn on school site and will be confiscated. Long hair (passed shoulder length) must be tied back.

Shorts	Blue, preferably with Litcham School motif
Skorts	Blue, preferably with Litcham School motif
Shirt	Maroon, preferably with Litcham School motif
Sweatshirt	Blue, preferably with Litcham School motif
Tracksuit Bottoms	Blue, preferably with Litcham School motif
Socks	White (for indoor PE and summer sports)
Trainers	Suitable for sports activities (not fashion wear) with non-marking soles
Shin pads, football boots	Highly recommended. Recommended for football

4.2 Primary Phase:

- ✓ Black trousers or black shorts should be smart, formal and full length for trousers. No leggings.

- ✓ Black skirts should be formal, plain and at least knee length. Vertical pleats are permitted but not horizontal pleats/frills. Hipster-style and jersey-style skirts are not permitted. Skirts should not be rolled or shortened
- ✓ Blue/white check dresses may be worn due to the weather
- ✓ White shirt/blouse/polo shirt
- ✓ Navy blue sweatshirt/cardigan with school logo, ideally
- ✓ Footwear should be black shoes that are safe, sensible and of a type that will not mark floors. No boots or sandals are permitted
- ✓ Outside garments (eg. coats) should be warm and weather-proof and should not carry large logos, branding or other images
- ✓ Make-up of any sort is not permitted
- ✓ Jewellery: one small stud per ear lobe and a watch are permitted, but must be able to comply with PE and swimming safety rules. Students will be asked to remove any additional item(s) of jewellery and they will be placed in your child's bag. Class teachers may speak with a parent/carer to remind them of our policy. The school takes no responsibility for any item of jewellery that contravenes the school's uniform policy and is subsequently lost on school site.
- ✓ Hair should be one natural colour and not of an extreme style. Hair no shorter than 3mm—no skin fades, crew lines/scratches (including in eyebrows) No large hair decorations such as flowers, bows or animal ears. We recommend bobbles and hair ties to be Navy blue or black.
- ✓ Socks should be white or black and plain. Tights may be worn and should be plain black
- ✓ Children are encouraged to wear peaked or legionnaire style sun hats during the periods of bright sunshine when outside

4.3 Summer Uniform Protocol

Hot weather: A decision will be made if students do not need to come to school with jumpers or ties, with top buttons undone. This will be communicated to parents/carers and students in advance. We will

review this each day and ensure students are aware when they are not required. A suggestion of students wearing plain hat for all outdoor activities will be encouraged.

Extreme hot weather: We will communicate to parents and students that PE kits are permitted to be worn.

4.4 Where to purchase Uniform

All uniform is available exclusively from Birds of Dereham:

Birds (Argent Clothing Ltd)

Unit D, 13 Yaxham Road

Dereham, NR19 1HB.

We have a range of pre loved uniform available. Please contact our parent support advisor for more details - Jo Viner jviner@litchamschool.org.uk

We also welcome donations of good quality pre loved uniform, any donations can be handed in to our main reception.

5. Expectations for our school community

5.1 Pupils

Pupils are expected to wear the correct uniform at all times (other than specified non-school uniform days) while:

- On the school premises
- Travelling to and from school
- At out-of-school events or on trips that are organised by the school, or where they are representing the school (if required)
- Pupils are also expected to contact Mrs Plane-Da'Silva if they want to request an amendment to the uniform policy in relation to their protected characteristics.

5.2 Parents and carers

Parents and carers are expected to ensure their child has the correct uniform and PE kit, and that every item is:

- Clean

- Clearly labelled with the young person's name
- In good condition

Parents/carers are also expected to contact Mrs Plane-Da'Silva if they want to request an amendment to the uniform policy in relation to:

- Their child's protected characteristics
- The cost of the uniform
- Parents/carers are expected to lodge any complaints or objections relating to the school uniform in a timely and reasonable manner

Disputes about the cost of the school uniform will be:

- Resolved locally
- Dealt with in accordance with our school's complaints policy
- The school will work closely with parents/carers to arrive at a mutually acceptable outcome
- Subject to the final appeal process, the Headteacher is normally the final arbiter in all matters of uniform and dress.

5.3 Staff

Staff will closely monitor pupils to make sure they are in correct uniform. They will give any pupils and families breaching the uniform policy the opportunity to comply, but will follow up with the headteacher if the situation does not improve.

Ongoing breaches of our uniform policy will be dealt with by loss of social time or after-school detentions.

In cases where it is suspected that financial hardship has resulted in a pupil not complying with this uniform policy, staff will take a mindful and considerate approach to resolving the situation.

5.4 Governors

The governing board will review this policy and make sure that it:

- Is appropriate for our school's context
- Is implemented fairly across the school
- Takes into account the views of parents/carers and pupils
- Offers a uniform that is appropriate, inclusive, practical and safe for all pupils

The board will also make sure that the school's uniform supplier arrangements give the highest priority to cost and value for money, for example by avoiding single supplier contracts and by re-tendering contracts at least every 5 years.

6. Application of the uniform Policy

It is the responsibility of parents/carers to ensure that their child attends school wearing correct uniform (please see the Home School Agreement) and we are committed to working with families as a partnership in order to ensure this is the case. All staff have a responsibility for monitoring that students are correctly dressed in class and elsewhere on the school site. While students are wearing our school uniform, sanctions may be applied in instances where a student has misbehaved off-site or when representing the school. (Linked to our Relationship and Behaviour Policy). Failure to comply with the school's dress regulations may result in internal / social exclusion, or a suspension, until the issue is rectified.

7. Monitoring arrangements

This policy will be reviewed annually by Mrs Plane-Da'Silva (Assistant Head for Behaviour and Culture). At every review, it will be approved by the full governing board.

8. Equipment and presentation of work (Secondary Phase)

Equipment and presentation of work

Essential Equipment:

- 2 Black pens
- 2 Blue pens
- Whiteboard marker
- Pencil
- Rubber
- Ruler
- Pencil sharpener
- Calculator (scientific)
- Glue stick

Recommended Equipment

- Coloured pencils
- Protractor
- Highlighters
- Compass



You will also be expected to have a reading book with you at all times.
 Equipment is available to purchase from the school library
 All Pupil Premium students can see the librarian for equipment they may need.

Presentation Expectations:

- Write neatly in black ink
- Diagrams, maps and illustrations should be drawn in pencil
- If you make a mistake, cross it out neatly with a single line. It is important for your teachers to see your mistakes
- All titles, dates and sub-headings should be underlined using a ruler
- Do not doodle in your exercise books or your planner

9. Links to other policies

This policy is linked to our:

- Behaviour policy
- Equality information and objectives statement
- Anti-bullying policy
- Complaints policy