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## Uniform policy and procedures

[The Uniform Price List](#)

### The Uniform Code

The wearing of the Keilor Downs College uniform is compulsory, and is accepted as a condition of enrolment at the College.

The Student Enrolment form will include a “Uniform Agreement” to be signed by parent/guardian. This agreement outlines acceptance of the Uniform Code as a condition of enrolment, and parent/guardian responsibilities in ensuring that their children are correctly attired for school at all times.

The College will provide assistance for parents who face difficulties in providing the full uniform to their child.

The College will develop a uniform code based on the criteria above, which will clearly state:

1. Items of uniform.
2. Guidelines for the correct wearing of these items.
3. Items that are unacceptable.
4. Procedures for non-adherence to the uniform code.
5. Consequences of non-adherence to the uniform code.

This code will be published in the Student Study Planner and required to be signed by the student and parent/guardian on an annual basis. Reminders will be published regularly through the College Newsletter about the uniform code and school uniform policy.

The uniform policy and code will be available for all members of the College community on request and by visiting the college website.

### *Responsibilities*



In supporting the policy of compulsory uniform for all students, all members of the community must share responsibility for the correct wearing of uniform.

**Students:** Will ensure that they are correctly attired, and that the uniform is worn according to the published uniform code.

**Parents:**

Parents will ensure that their children have all the required items of uniform, and that notes and medical certificates are supplied should it become impossible for their child to be correctly attired.

**Staff:**

Staff will ensure that students understand the uniform code, and that the required follow-up occurs when this code is breached.

This follow-up may include detentions and parental contact, as well as support from parents who are experiencing difficulties in purchasing uniform items.

There will be two out-of-uniform days per year, one each semester, with these days being determined and managed by the SRC. On all other occasions students are expected to wear approved college uniform.

#### *Suppliers of College Uniform*

In line with the set criteria, Keilor Downs College wishes to ensure that the

College uniform maintains its integrity of quality by School Council ownership of logo and manufacturing design. Contractual arrangements will be entered into with a manufacturer who is able to ensure quality, design and availability to our college community.

Uniform items can be purchased from a range of suppliers, provided each item is an original fabric, design and quality from the school's designated manufacturer.



These manufacturing contractual arrangements are to be reviewed after 5 years or earlier by mutual agreement (see minutes of School Council dated 15/09/03 on motions carried regarding report and recommendation of the Uniform Working Party.

Any commissions gained through contractual arrangements will be redirected to benefit and support families in need of uniform through the Student Services Welfare Team.

### *Review of Uniform*

In order to ensure that the College uniform maintains the highest standards and that the uniform continues to meet the set criteria, it is recognised that the uniform code needs to be regularly reviewed. These reviews will be undertaken by a sub group of the Policies Sub Committee of Council, which will comprise parents, students and staff.

Reviews should take place as follows:

- **Minor review:** This should occur each year to ensure clear understanding from all members of the community. No changes to uniform items will take place, but the “uniform list” and consequences will be updated if necessary.
- **Major review:** This will occur to coincide with the commencing of every second Charter (ie: every 6 years). The review should be completed at least 12 months before proposed changes are to be implemented, with a clear implementation process if any changes are recommended.

If major changes to uniform items are recommended, a consultant should be engaged to implement changes in the most effective manner.

### Policy Development

This policy was developed by a Working Party consisting of staff, parents and students, in consultation with other members of the College community.

