



# UNIFORM POLICY

P & C Approved 13 February 2019  
V1.1 April 2019

---

# PUBLICATION DETAILS

## V1.1 April 2019

Document Status: Published Date 2 April 2019

Document Control: G:\Coredata\Office\zPolicy\Current Policy

Issue #	Issue Date	Comment
V1.0	10/9/2018	<ul style="list-style-type: none"><li>Uniform Policy Work Group setup to amend policy.</li></ul>
V1.1	2/4/2019	<p><b>P &amp; C approved 13 February 2019</b></p> <p>Page 2, paragraph 4 currently reads:</p> <p>Students who have health and physical education classes (HPE) or APP<sup>1</sup> on days other than the designated sports day, must change into the sports uniform:</p> <ul style="list-style-type: none"><li>after form class, if their HPE/APP class is in lessons 1 – 4 that day</li><li>the recess immediately preceding their HPE/APP class, where that class is in lessons 5 – 8 that day.</li></ul> <p>The P&amp;C is requested to move a resolution to agree to an amendment to the Uniform Policy for the words “after form class, if their HPE/APP class is in lessons 1-4 that day” to be deleted and substituted with “immediately before their HPE/APP class, where that class is in lessons 1 – 4 that day”. In the second dot point the word “during” should appear at the start of that dot point (ie “during the recess”).</p>

# Uniform Policy

## *Table of Contents*

<a href="#">Introduction</a>	1
<a href="#">Responsibilities</a>	1
<a href="#">General</a>	2
<a href="#">Footwear</a>	3-4
<a href="#">Personal Presentation &amp; Appearance</a>	5
<a href="#">Sun Safety</a>	6
<a href="#">Non-Compliance</a>	6
<a href="#">Exemptions and/or Variations</a>	7
<a href="#">Uniform Shop and Change Policy</a>	8
<a href="#">Uniform Requirements</a>	9-11
<a href="#">Appendix A: Free Dress Day</a>	12

---

# Uniform Policy

The Gap State High School believes that a robust and consistently enforced uniform policy reinforces and develops in students:

- pride in their school
- recognition of themselves as an integral part of the school community and
- pride in their own appearance.

The uniform policy is a reflection of the high standards of The Gap State High School. A neat, complete uniform and tidy appearance shows pride in oneself and projects a positive image to the community. Consideration of equality, health, safety, comfort and expense all contribute to the formulation of the school's uniform policy.

It is unreasonable for students and parents to feel under pressure to follow "trends" in purchasing necessary items for the school uniform, including formal shoes and sports shoes. It is therefore considered to be in the interests of students and the school community as a whole for consistent uniform requirements to be enforced according to the standards set out in this document.

This policy has regard to Education Queensland's policies and procedures on student dress codes, and is endorsed by the school's P&C Association.

## Responsibilities

It is important that the school community as a whole supports and upholds the uniform policy and accepts a shared responsibility for upholding these standards. It is the responsibility of:

### ***Students***

- to be well presented and wear the school's uniform as prescribed by the uniform policy
- to comply with any requests or directions from school staff regarding appearance or standards of dress and
- to comply with any work health and safety requirements as directed by school staff.

### ***Parents and caregivers***

- to commit to supporting the dress code as part of the enrolment agreement
- to assist students to develop maturity, responsibility and self-discipline by supporting the student to adhere to the uniform policy, and ensuring students attend school well presented
- to work with the school to resolve issues regarding compliance with the uniform policy and support the authority of the school in enforcing the uniform policy
- to request short or long term exemptions to the uniform policy in writing, providing reasons for the request
- to support and assist students to comply with work health and safety requirements.

### ***School staff***

- to clearly articulate the school's expectations and requirements regarding the school's uniform policy
- to fairly and equitably enforce the uniform policy
- to inform and support parents to develop strategies to assist the student to comply with the uniform policy
- to determine, document and inform parents and students of reasons for decisions on exemptions from the uniform policy
- to provide appropriate direction to students to ensure they comply with work health and safety requirements.

## General

The required school uniform is set out in the table of “Uniform Requirements”, from page 9. Two uniform options are provided, and students can choose the option that is suitable to the student’s gender identity. However, students must wear the complete uniform from within one option only. That is, students who select the shorts/trousers from option 1 must wear the corresponding shirt, belt and socks prescribed for option 1. Students who wear the skirt/shorts/pants from option 2 must wear the corresponding shirt and socks prescribed for option 2.

Students are expected to wear the formal day uniform at all times while at school, travelling to and from school, and at all school excursions and events, except:

- in circumstances prescribed by this policy where sports uniform is permitted to be worn or
- as otherwise directed by the Principal, (for example, a designated free dress day).

The school sports uniform may be worn to and from school by students only on the designated sports days for the student’s year level (as determined by the school Administration), unless otherwise permitted by this policy.

Students who have health and physical education classes (HPE) or APP<sup>1</sup> on days other than the designated sports day, must change into the sports uniform:

- immediately before their HPE/APP class, where that class is in lessons 1 – 4 that day;
- during the recess immediately preceding their HPE/APP class, where that class is in lessons 5 – 8 that day.

Students are required to change out of their sports uniform into the formal day uniform during the next recess following their HPE/APP class. Where a student’s HPE/APP class falls in lessons 7 or 8, students are permitted to travel home in their sports uniform, if they wish.

All uniforms should be:

- neat, clean and in good repair
- worn in an acceptable manner.

Torn, tattered or stained clothing or clothing in need of repair (e.g. missing buttons, sagging hems) should not be worn to school and must be repaired or replaced promptly.

School ties must be worn by all senior students (years 10 – 12) with the formal uniform throughout Terms 2 & 3. The school tie must also be worn in Terms 1 & 4 on all excursions, formal occasions (e.g. school photos, representative activities, awards nights, school ceremonies) and as otherwise directed by the Principal for specific activities or occasions. Outside of these occasions, the school tie is optional in Terms 1 & 4.

---

<sup>1</sup> Applied Positive Psychology, previously known as GOALS.

## Footwear

Required footwear for the formal day uniform is a formal college style black leather lace-up shoe. The sole of the shoes and all laces, stitching, detailing and hardware on shoes must be black only. Shoes must have a non-porous leather upper with a solid toe, and a black non-slip rubber sole with a low heel (no more than 3cm). Leather versions of street shoes are not acceptable. Shoes must be kept in good order and polished.

Sports shoes are to be worn with the sports uniform only and must be a lace up sports shoe or jogger that provides good heel and arch support. Canvas shoes or street/skate shoes (such as Dunlop Volley or Vans) are not acceptable.

All footwear worn in laboratories, workshops, kitchens or arts facilities must meet Workplace Health and Safety Regulations.

Unacceptable footwear includes:

- flat soled sports shoes or joggers, when worn with the formal day uniform
- flat soled "street" or "skate" shoes (e.g. "Vans")
- ballet flats or Mary-Janes
- any type of ankle boot or above ankle height boot
- platform shoes or shoes with a heel greater than 3cm
- sandals or thongs
- canvas, cloth or vinyl shoes (e.g. Dunlop Volley, Converse or Vans)
- slip on shoes or zip up shoes
- shoes with graffiti/decoration, or shoes with white or coloured laces or stitching (i.e. only black laces and stitching are permitted)

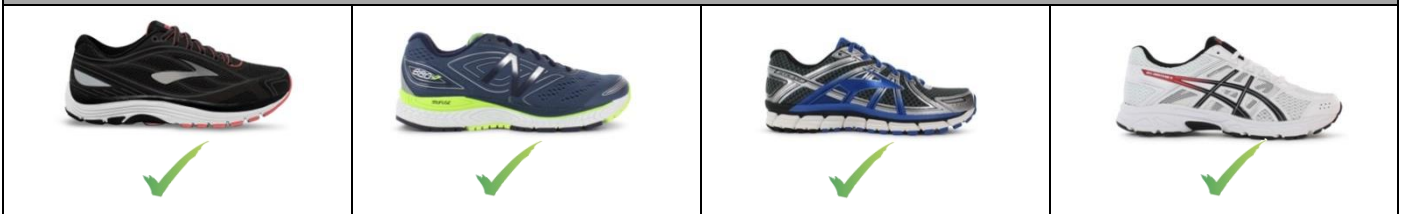
**CORRECT FORMAL DAY SHOES - EXAMPLES**



**INCORRECT FORMAL DAY SHOES - EXAMPLES**



**SPORTS SHOES - ACCEPTABLE**



**SPORT SHOES - UNACCEPTABLE**



# Personal Presentation and Appearance

**Hygiene:** Personal cleanliness is the responsibility of each student and normal acceptable personal hygiene standards must be maintained by all students.

**Underwear:** Is required to be worn under all uniforms. Underwear must not be visible.

Students are permitted to wear a plain white singlet or undershirt underneath the uniform, provided that the undershirt is not visible past the sleeves or collar of the formal day shirt. Singlets, undershirts or brassieres must be plain white or a neutral skin tone only – coloured fabric, embellishments, printing, writing or other decorations that are visible through the shirt fabric are not permitted.

**Facial hair:** Students must be clean-shaven, unless wearing a short, neatly trimmed beard/moustache.

**Hair:** Must be clean and groomed in a neat and conservative style. Moderation of acceptable hairstyles is at the discretion of the school Administration. The following guidelines must be adhered to:

- Only natural hair colour is acceptable. Bright colours or bright streaks are not permitted
- All students with hair length that reaches to the collar or below are required to neatly tie their hair up and back off the face, secured with elastics or ribbon. Hairbands, hairclips or pins should be worn if necessary to hold hair back off the face
- Elastics, ribbons, headbands and clips/pins must be only black, green or white, or colour matched to the student's natural hair colour.

**Cosmetics and finger nails:** Students are not permitted to wear make-up, coloured nail polish or false/acrylic nails (tinted moisturiser and clear nail polish is permitted). Finger nails should be trimmed and worn short in consideration of WHS requirements.

**Body art or tattoos:** Are not acceptable and any students with body art must ensure they are completely covered with flesh coloured Band-Aids or sports tape, so they are not visible either on any exposed skin or underneath their uniform.

**Jewellery:** Students with pierced ears may wear only plain gold or silver sleepers or studs, with no more than 2 earrings in each ear. Jewellery such as large dangling earrings, bracelets, rings, facial piercings, such as nose rings and eyebrow rings, or any visible body piercing etc. are neither safe nor suitable for school wear, and are not permitted. Spacers, if required, must be clear plastic only.

Students may wear a watch, but other accessories such as key chains, belt chains, necklaces or bracelets must not be worn.

Students who have genuine religious reasons may obtain an exemption to wear a discreet necklace (i.e. a fine silver or gold chain) provided it is not visible above the neckline/collar of their shirt. Necklaces must be removed during sporting activities or any curriculum activities (such as design or technology) where the wearing of a necklace poses a WHS risk.

Head coverings required to be worn for religious reasons must be plain black, white or bottle green only.



## Sun Safety

In view of the dangers of exposure to the sun in Queensland, students are required to wear the school cap or bucket hat and sunscreen for all outside activities. It is recommended that students also wear the school cap or bucket hat whenever outside, including travelling to and from school.

Sunscreen lotion/cream is available from the school on request and is also available at all sporting activities.

## Consequence for non-compliance with Uniform Policy

Students who are not in correct uniform or whose appearance does not comply with the uniform policy will at first instance be directed by school staff to rectify their dress/appearance.

Staff will discuss with the student their non-compliance with the uniform policy, the school's expectations and consequences.

Students who are not wearing the prescribed uniform in the correct **manner** (as set out in the "Uniform Requirements" from page 9), or who do not meet the required standards for personal presentation, are expected to correct those issues immediately when directed by school staff.

If students do not comply with a direction from school staff to correct their appearance, further consequences will be applied.

If students are not wearing the correct uniform **items**, and do not have a valid exemption, students may be offered loan items by the school. If a student has the correct uniform item available to them to change into as directed by school staff, and does not do so, further consequences will be applied.

Students who repeatedly fail to meet the expectations set out in this uniform policy, will have further consequences applied.

If students have purchased an incorrect uniform item, or a uniform item is unfit (e.g. is torn, or no longer fits) the school will endeavour to make contact with parents to explain the issue and ensure that repair or purchase of correct items can occur promptly. The school may determine that a short term exemption for the student is appropriate, to enable correct items to be obtained.

Further consequences that may be applied where students do not meet the expectations set out in this uniform policy include:

- withdrawal from playground privileges or non-essential school activities
- loss of school representation
- withdrawal from participation in any curriculum activities requiring WHS compliant footwear/apparel/presentation, including science, art, design, technology and sporting activities
- contact home to parents and
- detention

Where students fail or refuse to comply with consequences imposed as a result of a failure to meet the standards set out in this uniform policy, that amounts to a disciplinary issue that will be dealt with in accordance with the school's Responsible Behaviour Plan.

## Exemptions and/or Variations to Uniform Policy

Exemptions or variations to the uniform standards may be granted in particular circumstances. Students who require a long term (greater than 5 days) exemption from or variation to the uniform requirements must provide a written request from their parent or caregiver along with evidence acceptable to the Principal to support the request for exemption/variation, as follows:

- In the case of ***genuine religious or cultural reasons*** – a letter from the student’s parent or guardian detailing the specific religious or cultural requirements;
- In the case of ***medical/health reasons*** – a letter or certificate from a competent medical authority explaining the reasons why an exemption or variation is required on medical grounds or, in the case of students with a disability verified with Education Queensland, a written request from their allocated school support officer;
- In the case of ***economic hardship*** – all evidence required by the school Administration or Principal to support an application for financial assistance from the P & C or school Administration.

Students who require a short term (less than 5 days) exemption or variation if they are, for any reason, unable to be in the correct uniform, must:

- Provide a written request, via note or email from their parents or caregivers, giving reasons, and an indication of when the student will be in the correct uniform;
- Provide the request to the school office before school commences on the first day of the proposed exemption/variation and request a uniform pass;
- Carry the uniform pass with them at all times during the period of exemption and produce it at the request of any staff member.

The school Administration may, at their sole discretion, require a student on a short-term exemption to present at the school office on each day of the proposed period of exemption to renew their uniform pass.

## Uniform Shop and Change policy

The Uniform Shop at The Gap State High School is an integral part of the fundraising activities of the Parents and Citizens Association (P&C) of the school.

The operations of the Uniform Store are controlled by the P&C with input from the Uniform Store Convenors. The P&C and Principal must approve any proposed changes to the:

- school uniform;
- dress and appearance standards; or
- uniform policy.

P&C approval is required for any proposed changes to the operations of the Uniform Store.

P&C approval for any changes can be given in a general meeting of the P&C by normal voting procedures.

The P&C may appoint a subcommittee to investigate, consult and make non-binding recommendations to the P&C on any aspect of the uniform dress standards. Any subcommittee must include:

- a P&C representative
- an administration representative
- a teacher representative
- a student representative
- a parent and/or community representative
- a uniform store convenor

# Uniform Requirements

Item	Available from Uniform Shop?	Item Description	How / When worn
<b>FOR ALL STUDENTS</b>			
<b>Formal Day Shoes</b>	No	Black leather lace-up college school shoes of plain conventional design. See body of policy for details and examples.	To be worn with formal day uniform. Shoes must be in good order and polished. Laces are to be tied tightly with a bow at the top. All laces, stitching, detailing and hardware on shoes must be black. Shoes must have a non-porous solid leather upper and a black non-slip rubber sole with a block heel.
<b>Hat/Cap</b>	Yes	Green bucket hat with school logo OR Black cap with "G" logo	School cap or bucket hat must be worn at all times for outside activities. Brim of bucket hat is not to be turned up. School cap must be worn with brim sitting over face, not turned to the side or back of head.
<b>Sports Shirt</b>	Yes	Short sleeved bottle green and white polo neck shirt with screen printed school emblem.	To be worn over sports shorts. Shirt is not to be tucked in.
<b>Sports Shorts</b>	Yes	Bottle green shorts with screen printed school emblem	To be worn with waistband on the waist. Waistband is to be worn flat and must not be turned or rolled over.
<b>Sports Shoes</b>	No	Supportive lace up trainers/joggers with non-marking sole and good arch and heel support.	To be worn with laces tied tightly with a bow at the top. The back of the shoe must be firm and support and encase the heel of the wearer. Shoes to be in good condition.
<b>Sports socks</b>	No	Plain white cotton stretch socks.	To be worn below knee length.
<b>WINTER OPTIONS (ALL STUDENTS)</b>			
<b>School jumper (pullover)</b>	Yes	Bottle green V-neck with wool/nylon 'soft feel'	Sleeves are not to be pulled over the hands. Jumper must not be worn below hip level (i.e. not to be worn pulled down over the buttocks).
<b>Zipper jacket</b>	Yes	Bottle green with school logo on left chest.	May be worn with formal or sports uniform. To be zippered up or removed for safety in any practical activities.
<b>Track pants</b>	Yes	Bottle green lined Taslon with zip at ankle and zip pocket	May be worn with sports uniform <u>only</u> . Must be worn with waistband at the waist.

## Uniform Requirements (cont.)

FORMAL DAY UNIFORM – OPTION 1 (BOYS)			
Item	Available from Uniform Shop?	Item Description	How / When worn
Shirt - Junior (years 7-9)	Yes	White shirt with bottle green trim and school logo.	Must be worn with grey tailored college shorts/trousers and grey or black belt. Shirt must be worn tucked into shorts or trousers, with collar turned down.
Shirt - Senior (years 10-12)	Yes	Short or long-sleeved white shirt with embroidered school logo on pocket	Must be worn with grey tailored college shorts/trousers and grey or black belt. Shirt must be worn tucked into shorts/trousers, with collar turned down. When worn without the school tie (Terms 1 & 4) only the top 2 buttons of the shirt may be left undone.
<b>APPROPRIATE YEAR LEVEL SHIRT MUST BE WORN WITH:</b>			
Shorts	Yes	Dark grey tailored college shorts with pleat front.	To be worn at waist, secured with belt. Must be worn with $\frac{3}{4}$ dark grey golf hose. Note: King Gee Cotton Drill type shorts are not acceptable
<b>OR</b>			
Trousers	Yes	Dark grey tailored college trousers with pleat front.	To be worn at waist, secured with belt. Trousers are to be worn covering the top of the heel at the back of shoe, but above the sole of the shoe. Must be worn with short dark grey socks. Note: King Gee Cotton Drill type trousers are not acceptable
<b>AND</b>			
Belt	Yes	Plain black or dark grey leather (or leather-look) college belt with plain slimline buckle.	Must be worn with shorts and trousers at waist. No studs or decorative metal buckles are permitted. Fabric, woven or plaited belts are not acceptable.
Tie (for senior school)	Yes	School tie for Years 10 and 11, Senior tie for Year 12	Must be worn with short or long-sleeved shirt in Terms 2 and 3 and in Terms 1 and 4 for all formal occasions, events or activities (including school photos) as directed by the Principal. Wearing of the school tie at other times in Terms 1 and 4 is optional. Tie must be knotted at the level of the top button on the senior shirt.
Socks	Yes	$\frac{3}{4}$ dark grey golf hose with green and white striped tops to be worn with shorts. Dark grey socks to be worn with trousers.	$\frac{3}{4}$ socks worn with shorts are to be worn pulled up to just below knee, with tops turned down so green and white stripe sits in middle of turned down area.

## Uniform Requirements (cont.)

FORMAL DAY UNIFORM – OPTION 2 (GIRLS)			
Item	Available from Uniform Shop?	Item Description	How / When worn
Shirt – Junior (years 7-9)	Yes	White blouse with peaked hem at front; bottle green trim on sleeves and school logo on pocket.	Blouse is to be worn over school skirt. Blouse should sit just below waist covering top of skirt.
Shirt – Senior (years 10-12)	Yes	White blouse with peaked hem at front and embroidered school logo on pocket	Blouse is to be worn over school skirt. Blouse should sit just below waist covering top of skirt. All buttons of the shirt must be buttoned whether worn with or without the school tie.
<b>APPROPRIATE YEAR LEVEL SHIRT MUST BE WORN WITH:</b>			
Skirt	Yes	Bottle green school skirt with pleating and side zip.	To be worn at or below the knee with waistband sitting on the waist. Waist band is to be worn flat and must not be turned or rolled over.
<b>OR</b>			
Skort	Yes	Bottle green culottes with front box pleat and side zip pocket.	To be worn at or below the knee with waistband sitting on the waist. Waist band is to be worn flat and must not be turned over.
<b>OR</b>			
Shorts	Yes	Dark grey with slanted side pocket, adjustable waist band and cuffed hem.	To be worn just above the knee with waistband sitting on the waist. Note: King Gee Cotton Drill type shorts are not acceptable
<b>OR</b>			
Trousers	Yes	Dark grey with slanted side pocket, adjustable waist band and straight leg.	To be worn at waist. Trousers are to be worn covering the top of the heel at the back of shoe, but above the sole of the shoe. Must be worn with short dark grey socks. Note: King Gee Cotton Drill type trousers are not acceptable
<b>AND</b>			
Tie (for senior school)	Yes	School tie for Years 10 and 11, Senior tie for Year 12	Must be worn with white blouse in Terms 2 and 3 and for in Term 1 and 4 on all formal occasions, events or activities (including school photos) as directed by the Principal. Wearing of the school tie at other times in Terms 1 and 4 is optional. Tie must be knotted at the level of the top button on the senior shirt.
Socks	No	Short plain white cotton socks to be worn with skirt, skort or shorts. Short dark grey socks to be worn with trousers.	White socks are to be worn pulled up or folded over neatly. Anklet socks are not acceptable.
Tights (winter)	No	Plain black tights of conventional design (minimum 40 Denier).	Tights may be worn in winter under the skirt, skort or trousers in place of socks, but are not to be worn with shorts. Tights must be in good order with no holes. Tights must be plain black with no textures, patterns or embroidery.

# Appendix A

## Guidelines for Non-Uniform (Free Dress) Days

The Principal may give permission for non-uniform days to be held on occasions during the school year. On non-uniform days, the school's requirements for personal presentation and appearance, as set out in the Uniform Policy, still apply.

Students are expected to wear clothing that is appropriate, having regard to WHS requirements, sun-safety, school activities to be undertaken, and recognising that they are still representing the school.

Appropriate clothing is defined as the following:

- closed in shoes must be worn by all students – **no rubber thongs or similar**
- students must wear leather school shoes for lessons in labs, workshops and kitchens (shoes can be changed before these classes)
- no singlet tops
- no plunging necklines
- no short shorts
- no apparel containing offensive, suggestive or inappropriate wording, pictures or caricatures
- no midriff tops
- normal school rules apply regarding jewellery, make-up, nail polish, piercings, body-art etc.

The final decision regarding what amounts to appropriate clothing rests with the Principal.