



The Hundred of Hoo Academy

Uniform and Equipment Policy

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1. Uniform Policy

1.1 Uniform Rationale

A smart appearance is an increasingly important aspect of modern life as it does help a person to display an air of self-confidence and a sense of respect. The Academy aims to prepare pupils for a successful life and so an emphasis on taking pride in one's own appearance is an essential part of the educational process. The Academy has a strict uniform policy which helps to enhance the purposeful and successful climate of the Academy. Our uniform policy demands professionalism and ensures safety which also ensures that pupils are fully focused on learning as opposed to other distractions.

The Academy Uniform and Equipment Policy also creates a unity of spirit where there is no distinction between pupils in terms of wealth or background and supports our belief that personal appearance does affect standards of behaviour and therefore academic performance.

The Academy uniform provides pupils with many positive advantages, because uniform:

- Diminishes the social exclusion of pupils based on what they are wearing
- Places stronger focus on academic performance
- Reduces family tension as pupils do not have to compete with their peers for the latest trends in clothes
- Creates an atmosphere of teamwork
- Encourages pride in personal appearance and of the Academy
- Promotes safety, particularly through making it easier to identify strangers
- Increases self-esteem and reduces peer pressure
- Most cost effective to parents in the long run
- Makes them ambassadors for the Academy in the local community

1.2 Uniform Expectations

Pupils are expected to wear full Academy uniform on the way to and from the Academy. Essential items of uniform, e.g. Academy blazer, tie, trousers, skirt, bag and some items of PE kit, are only available from the Academy uniform suppliers, [Uniformbase](#), due to being branded with our logo, these are denoted with an '*' in the tables below.

Nearly all of the items listed in our uniform policy can be acquired from our uniform provider, enabling a 'one stop shop' for purchasing an entire uniform. While items can also be procured in other shops, we ask parents/carers to consider the cost effectiveness of these as often the quality and shelf life of such items are not in line with that of Uniformbase; this can be a false economy over time. If buying equivalent items from other shops we also ask that they fall in line with the 'acceptable' expectations outlined below, and do not put your child at risk of being sanctioned due to incorrect uniform that is deemed 'not acceptable'. It is strongly recommended that pupils' uniform is labelled with their names to avoid confusion when changing for PE.

In addition, for those families who are facing challenging financial circumstances, we have access to a Hardship Fund and can allocate a one-off payment to help with the purchase of Uniform. Please apply in writing to Mrs Fissenden, Vice Principal using your child's College email address.

Uniform	Acceptable	Not Acceptable
Blazer*	<ul style="list-style-type: none"> Navy Blazer with College logo 	<ul style="list-style-type: none"> No blazer Non regulation blazer Rolled up sleeves
Tie*	<ul style="list-style-type: none"> Year group colour clip on tie with The Hundred of Hoo Academy logo 	<ul style="list-style-type: none"> Non-regulation tie No tie Tie tucked in to shirt
Jumper (Optional to wear)	<ul style="list-style-type: none"> Navy Jumper v-neck (optional) 	<ul style="list-style-type: none"> Round neck or non-plain jumpers Fleece / Hooded top Cardigans
Trousers*	<ul style="list-style-type: none"> Grey (not charcoal) Trousers Any belts must be plain black leather with a plain buckle 	<ul style="list-style-type: none"> Non-regulation trousers Embellishments e.g gold zips/studs/ trimmings Belts of fabrics other than leather effect Embellished belt e.g logos or designer buckles Shorts
Skirts*	<ul style="list-style-type: none"> Grey (not charcoal) pleated Skirt, (within 6cm of the top of knee) Uniformbase Marks & Spencer Sainsburys Asda SchoolUniform 	<ul style="list-style-type: none"> Non-regulation skirt Skirts shorter than knee length Rolled up skirts Skirt pulled up higher than waist Skirt tied up with bands
Shirt	<ul style="list-style-type: none"> Plain white collared shirt <i>(Either short or long sleeved)</i> Tucked in with the top button fastened 	<ul style="list-style-type: none"> Casual/fashion shirt/Polo shirt Shirt worn without a tie or with tie tucked in Tshirts under shirts Shirts worn outside trousers
Socks / Tights	<ul style="list-style-type: none"> Summer – Plain Grey ankle socks, Winter – Grey trousers. Black or Grey tights 	<ul style="list-style-type: none"> Socks / tights of any other colour Patterned socks or tights Knee high / Over knee socks / Stockings Knee length socks rolled down No socks / tights
Shoes	<ul style="list-style-type: none"> Plain black leather, business like shoes with laces. Patent shoes are acceptable. 	<ul style="list-style-type: none"> Shoes with large embellishments e.g. big buckles or bows Boots / Shoes with reinforced toe caps Open toes shoes / sandals / flip flops Boots above the ankle Brightly coloured laces Canvas / fabric / suede shoes High heels No trainers / converse or trainer style shoe of any kind - <i>The Academy will reserve the right to decide what represents a trainer, even when the retailer has marketed the shoe as suitable for school.</i>
Coat	<ul style="list-style-type: none"> Waterproof coat 	<ul style="list-style-type: none"> Sports jackets or any kind including those with stripes / logos Hooded top Bodywarmers / sleeveless coats Patterned coats

Uniform	Acceptable	Not Acceptable
Bag*	<ul style="list-style-type: none"> Navy Rucksack with The Hundred of Hoo Academy Logo Name marked inside 	<ul style="list-style-type: none"> Non-regulation bag Embellishments e.g. pom poms, brightly coloured tags, badges, keyrings
Make Up		<ul style="list-style-type: none"> No Make up of any kind is tolerated in the Academy, this includes Tinted Moisturiser Lip glosses Make up Tinted / Pencilled eyebrows Nail varnish Nail extensions False eyelashes / extensions Fake Tan Henna tattoos
Jewellery	<ul style="list-style-type: none"> Wristwatch that is not a smart watch 	<ul style="list-style-type: none"> Jewellery of any kind* Piercings of any kind are not permitted, including, facial, ear, nose, mouth and dermal piercings. No clear / retainer piercings Smart watches of any kind No accessories are to be worn around the neck or attached to clothing
Hairstyles	<ul style="list-style-type: none"> Conventional style Natural hair colours only Hair must be tied up on request for all practical lessons Plain hairbands only e.g. <i>no bows, bright colours, decorative embellishments like pearls</i> 	<ul style="list-style-type: none"> Tram-lines or patterns or excessive parts of the head shaved. Unnatural colours / ombre style Hair extensions 'Barcodes' in eyebrows Extreme styles - <i>The Academy reserves the right to decide what is an extreme hairstyle but invites pupils and parents to ask in advance if they need guidance</i>
Other	<ul style="list-style-type: none"> Apron for technology (optional) Chromebook case (compulsory) 	<ul style="list-style-type: none"> Sunglasses Baseball Caps (only winter hats) Non-Academy badges

* No jewellery is tolerated in the Academy unless pre-approved on religious grounds

Please find a picture of the Academy's acceptable uniform



1.3 Uniform Infringements

It is a **parent's responsibility** to ensure their child **attends school and has the correct uniform** and equipment. I am writing to inform you of the actions if your child has any future infringements. If your child is sent home to rectify their uniform or appearance, then we will send you a text message and the absence will be recorded as 'authorised absence' if they return by 12 and remain until 5pm, if they do not return within this period then this will be recorded as an 'unauthorised absence' and they will have an extended day in the Isolation Unit (IU) upon their return to school. I copy the extract from the DfE that explains that schools can deny entry to pupils who are not complying to the school's uniform policy.

The DFE's guidance on School Uniform Non-Compliance:

Non-compliance with a school's uniform/appearance policy, and school rules

13 .A head teacher can discipline a pupil for breach of uniform/appearance policy. However, DCSF does not consider exclusion to be an appropriate response to breaches of school uniform/appearance policy, except where they are persistent and defiant. Where a pupil repeatedly refuses to comply with school uniform policy even if they do not otherwise display poor behaviour, we believe that exclusion could be an appropriate response, depending on the circumstances of the case.

14. A head teacher or a person authorised by the head teacher may ask a pupil to go home briefly to remedy a breach of the school's rules on appearance or uniform. This should be for no longer than is necessary to remedy the breach. This is not an exclusion, but an authorised absence. However, if the pupil continues to breach uniform rules in such a way as to be sent home to avoid school, or takes longer than is strictly necessary to effect the change, the pupil's absence may be counted as unauthorised absence.

Form Tutors and subject teachers will check uniforms both at form time and again at each lesson transition while pupils are lined up outside their classroom.

Infringement	Action
False lashes or nails	On the first day the pupil will be isolated with a member of the College team and parents notified about the infringement. For any subsequent days your child will be refused entry to the school and directed home so that a parent can remove the items, either by removing themselves or taking them to a beauticians/nail shop if required. The absence will be recorded as 'unauthorised' and reported to the local authority.
No bag, blazer, tie or shoes. Or Incorrect socks	Pupils will be refused entry to the school and directed home to retrieve or rectify the missing uniform. If a piece of uniform has been ordered in advance of returning to school, the parent should email their College with a screenshot of the order. The College will decide the length of time where the pupil can attend lessons with the infringement but be isolated at break and lunch away from their peers.
Make-up / fake tan	Your child will be sent to the College office to remove the make-up and may have their bag searched for any make-up if we suspect they have items to reapply. They may be isolated for the day until 3:50 pm or for social times for 'repeated uniform infringements'. If they reapply make-up then they will be placed immediately in the Isolation Unit (IU) until 3:50 pm. If your child refuses or is unable to remove make-up or fake tan, then they will be sent home for 'late school' to remove and return by midday and remain at school until 5pm in the Isolation Unit (IU).

Piercing(s) or Jewellery	<p>If your child comes to school wearing a form of jewellery then they will be required to hand this to staff and they will be isolated for the day until 3:50pm for 'repeated uniform infringements'. A parent will be required to collect the jewellery. Pupils are not allowed to cover these piercings with plasters or wear clear studs.</p> <p>If the pupil refuses to remove and hand the jewellery to staff then they will be sent home for 'late school' to remove it and return by midday, and remain at school until 5pm in the Isolation Unit (IU).</p>
Non-uniform jumper/ hoodie.	<p>If your child comes to school wearing a non-uniform jumper or hoodie then they will be required to hand this to staff and they may be isolated for the day until 3:50 pm, or at social times for 'repeated uniform infringements'. A parent will be required to collect the jumper/hoodie.</p> <p>If the pupil refuses to remove and hand the jumper or hoodie to staff then they will be sent home for 'late school' to remove and return by midday and remain at school until 5pm in the Isolation Unit (IU).</p>

Therefore we ask that parents/carers:

- Check uniform still fits at least 5 days before returning to school so that you have time to order it and have it delivered.
- Check your child is not wearing make-up or jewellery when leaving for school. If you leave for work before your child leaves for school, please ensure you have asked your child not to wear make-up or jewellery to school and that they understand the sanction, **at school and at home**, for doing this.
- If you have allowed your child to have false nails or lashes applied for the school break, I ask that when booking the appointment to have them applied you also book a follow-up appointment to have them removed before returning to school.
- Ensure all the pupils' uniforms have been cleaned and dried in advance of returning.
- Do not get your child piercings during a period of time when it will not have healed before returning to school. Only get piercings at the start of the summer holidays so that it has 6 weeks to heal before returning to school.

Bromcom will be used to monitor minor uniform violations throughout the Academy day. The following list is not exhaustive, but provides a clear expectation of what uniform infringements staff will openly challenge:

- Untucked shirt
- Not wearing blazer outside of lessons
- Top button not done up
- Holding rather than wearing tie
- Skirt rolled / pulled up
- Socks pulled up, not around ankles (with skirt)

The Academy may consider suspending a pupil in response to persistent breaches of the uniform policy and will do so in line with the legal requirements for suspension.

1.4 PE Kit

The National Curriculum expects all pupils to learn about Physical Education. This can be through practical sports/activities, coaching or leadership. If a pupil cannot participate in the practical part of the lesson, due to sickness, injury or medical illness, a letter will be required from a parent/carer. Pupils are still expected to learn within the lesson therefore **all pupils are expected to bring a full games kit every lesson, regardless of illness or injury**, as they will be required to act as officials, observers and coaches, in a non-physical capacity. Pupils will only be excused following a doctor's recommendation and if this is the case, a doctor's note will be needed and alternative arrangements will be put in place. Failure to bring the correct PE kit will result in a D1, 50 minute organisation detention.

The items marked with an '**' must be acquired through our uniform provider, Uniformbase, as they bear the Academy logo. Pupils are not expected to have all the items listed below but must ensure they have one item from each row as a minimum. It is strongly advised that all PE kit is labelled with pupils' names.

PE Kit	Acceptable	Not acceptable
T-shirt*	<ul style="list-style-type: none"> White T-Shirt with College logo 	<ul style="list-style-type: none"> Any other t-shirt
PE Tops <i>(optional but recommended for winter weather)</i>	<ul style="list-style-type: none"> ¼ Zip Top with logo Navy track top with white piping with Hundred of Hoo Academy logo Academy branded hoodie (Year 10 & 11 Only) 	<ul style="list-style-type: none"> Non-regulation jumper / rugby shirt Any alternative outer layers including coats Any other hoodie
Shorts*	<ul style="list-style-type: none"> Navy Shorts <p>*Must pass the midpoint of the thigh</p>	<ul style="list-style-type: none"> Any colour other than black Shorter than mid-thigh Fitted / skin tight / lycra material Other sports 'skirts' e.g. netball skirt
Tracksuit bottoms	<ul style="list-style-type: none"> Navy track bottoms with white piping with Hundred of Hoo Academy logo or Plain Navy blue leggings 	<ul style="list-style-type: none"> Any colour other than black Logos / coloured motifs / patterns Non-sports leggings / see through leggings
Socks*	<ul style="list-style-type: none"> Navy or white football / sports Socks 	<ul style="list-style-type: none"> Any other colour sport sock No socks
Trainers*	<ul style="list-style-type: none"> Trainers Football boots when requested 	<ul style="list-style-type: none"> Fashion sport footwear Skate shoes Plimsolls Fluorescent / brightly coloured laces
PE Bag*	<ul style="list-style-type: none"> Navy PE bag or Haversack with Hundred of Hoo Academy logo 	<ul style="list-style-type: none"> Any non-regulation PE bag

* Compulsory

Please find a picture of the Academy's PE acceptable uniform below:



2. Equipment

2.1 Equipment Expectations

At The Hundred of Hoo Academy we always set the highest expectations for our pupils in order to raise their aspirations and enable them to achieve. By producing a list of equipment that pupils require, we are helping prepare them for the world of work and maximising every opportunity to be successful. This list outlines the minimum equipment requirements

Compulsory Equipment			Recommended
Pencil Case	Charged chromebook above 80% in a chromebook case with charger left at home	Protractor	Coloured pencils
3 x black or blue writing pens		All exercise books / folders / textbooks for the day	Scientific Calculator (eg. Casio FX 83 or 85GT)
30cm ruler	Reading book		Glue
2 x red pens	PE kit if required	Highlighters	Whiteboard pen
2 x HB pencils	Water Bottle	Rubber & sharpener	Apron for Tech

Parents are also able to purchase some of these items through ParentPay and the pupil can collect from the College office the next day.

2.2 Failure to be Equipped

Full equipment checks will be regularly carried out by Form Tutors during morning form time. If pupils need to borrow a piece of equipment from their Form Tutor or college offices due to their failure to be prepared, they will be required to leave a deposit (e.g mobile phone, house keys etc.) in exchange and must return the equipment by the end of the day.

Failure to be properly equipped will be recorded on the Bromcom and a E1 'Below expectation behaviour' and two E1 incidents in a week would result in a 50 minute detention.

Failure to bring PE kit would result in an E2 and a 50 minute detention issued.