 BERWICK COLLEGE POLICY	TITLE	UNIFORM & STUDENT DRESS CODE		
	VERSION/YEAR	11/2024		
	PUBLISHED LOCATIONS	COMPASS – Staff/Students/Parents, WEBSITE, STAFF HANDBOOK, ENROLMENT PACK, HOME GROUP TEACHER HANDBOOK, ICARE HANDBOOK		
	ISSUE DATE	2024/AUGUST		
	REVIEW DATE	2026/JUNE		
	REVIEWED BY	ASSISTANT PRINCIPAL	RATIFIED BY	COLLEGE COUNCIL
PURPOSE:	<ul style="list-style-type: none"> To ensure that Berwick College policies and procedures accurately reflect the College operations, directions, educational philosophy and goals and meet all legislative, compliance and duty of care requirements. To provide policy and procedure direction to all staff, students, parents and volunteers of Berwick College. To outline Berwick College’s requirements for student dress and appearance and to provide information about uniform purchase and support, dress code implementation and exemption processes. 			
BACKGROUND:	<ul style="list-style-type: none"> Berwick College seeks to establish and maintain a high level of professional standards in relation to all activities within the College. This policy is in accord with the College’s ‘Mission Statement’, ‘Values’ and ‘Service Standards’. 			
RELATED DOCUMENTS:	<ul style="list-style-type: none"> Department policies: Student Dress Code, Student Engagement policies and guidelines, LGBTIQ+ Student Support Berwick College policies: Sun Protection, Parent Complaint, Student Wellbeing and Engagement 			

RATIONALE:

This dress code has been developed by Berwick College’s School Council in close consultation with our school community to ensure that it respects the rights of individual students whilst reflecting the values and interests of our community.

The Student Dress Code aims to:

- foster a sense of community and belonging and encourages students to develop pride in their appearance
- support Berwick College’s commitment to ensuring that our students feel equal and are dressed safely and appropriately for school activities
- reduce student competition on the basis of clothing
- enhance the profile and identity of the school and its students within the wider community.

SCOPE:

Students are expected to comply with this Student Dress Code while traveling to and from school, during school hours and when attending school activities.

UNIFORM AND APPEARANCE:

The full list of Berwick College’s compulsory school uniform items are available at Appendix A to this policy.

General Appearance:

While at school, travelling to or from school or participating in school activities, students must comply with the following:

- Uniforms must be clean and in good repair
- Uniforms should be clearly marked with the owner’s name
- Additional layers of clothing may be worn underneath the uniform for added warmth, provided these undergarments are completely hidden
- All allowable jewellery is worn at the owner’s risk. Students are permitted to wear: one watch, one plain bracelet (removable), one plain finger ring (removable), one neck chain (worn under clothing), two plain ear studs or sleepers per ear. One piece of discreet facial jewellery, as defined by the Principal Team of the college,

such as eyebrow studs, nose ring, chin studs, nose studs. Note: Septum bars and ear spacers are not permitted. Jewellery that does not comply with the above or is considered a health and safety risk will be required to be removed, e.g. large rings, jewellery with spikes.

- Natural coloured cosmetics only. Excessive make-up is not permitted. Only natural/neutral hair colour tones are acceptable.
- All tattoos must be covered by an item of school clothing and must not be visible.
- Summer and winter uniform, as well as a physical education and sport uniform will be prescribed and required to be worn. Students in year 7 and 8 may wear their full PE uniform to school on the days they have PE or Sport.
- Basketball and Dance Academy students have specific and additional uniform items that are included in the program fees.
 - On training days, Basketball Academy students may wear their full PE Uniform or Basketball Academy shorts/track suit pants and singlet with their PE Polo on top to school. The College jacket is to be the outermost garment if required.
 - On practical dance days, Dance Academy students may wear their BCDA uniform, BCDA t-shirt or long sleeve, BCDA spray jacket and Berwick College tracksuit pants. Uniform infringement notices will be issued if students wear a blend of their Academy uniforms and College uniform.

Health and Safety:

- Jewellery, nails, hair accessories and similar items that interfere with students' ability to engage with school activities safely and fully are not permitted.
- Hair should be tied back for practical classes for safety purposes.
- In terms 1 and 4 all students are required to wear a school uniform sport hat during P.E. lessons. If a hat is not worn, staff will follow incorrect uniform procedures. Hats are not to be worn inside.
- Berwick College encourages students and staff engaged in outdoor activities to wear close-fitting, wrap-around sunglasses that meet the Australian Standard 1067 (Sunglasses: Category 2, 3 or 4) and cover as much of the eye area as possible.

Purchase of Uniforms:

Berwick College has a standard written agreement with Noone Imagewear who is the appointed Uniform Supplier and Retailer.

A complimentary blazer and tie are provided to each elected College Captain.

The School Council has considered affordability in the development of this dress code. However, if you are facing difficulty meeting uniform costs the [Help with school costs and fees](#) page provides advice on support offered by the Victorian Government. If your child is starting prep or year 7 and is eligible to receive support via the [Camps, Sports and Excursions Fund](#), you may be eligible to access the Affordable School Uniform (ASU) program.

The College subscribes to the Sustainable School Shop

<https://www.sustainableschoolshop.com.au/stocktake/berwick-secondary-college> which assists parents and students with buying and selling all their good quality second-hand uniform to other parents within the school.

Please contact Administration to discuss support that we may be able to provide.

IMPLEMENTATION:

Berwick College will ensure that this Student Dress Code is communicated to all families and students through our website, Compass portal and included in transition and enrolment packs. We will assist students who may be experiencing difficulties complying with this policy where possible.

There is a series of graduated consequences for those students who choose not to adhere to the uniform requirements. These consequences range from communicating with parents, lunchtime reflection, after school reflection, to a full day external suspension. The school will continue to work with the student and family to support compliance.

Where a student is out of uniform, they must have a letter from a parent or carer. Present to the home group teacher or Period 1 class teacher who will enter the details on Compass using the 'Uniform Pass' template. Students who do not have a letter may be given appropriate consequences e.g. after school reflection.

EXEMPTIONS TO STUDENT DRESS CODE:

We acknowledge that there might be instances where the enforcement of this dress code could impact students differently.

Students and their parents or carers may apply either in writing to the Principal for an exemption to this Student Dress Code if:

- an aspect of this code prevents the student from complying with a requirement of their religious, ethnic or cultural beliefs or background
- the student has a particular disability or health condition that requires a departure from the dress code
- the student or their parents/carers can demonstrate particular financial hardship that prevents them from complying with the dress code.

When the Principal receives a request for an exemption, they will:

- consider the grounds for the exemption request
- explain the process to the student and/or their parents/carers
- encourage the student and/or their parents/carers to support their application with evidence.

The Principal or delegate will then try to negotiate a resolution that is acceptable to all parties. If an exemption is not allowed, then written reasons will be provided to the student and/or their parents or carers.



CONCERNS ABOUT THIS STUDENT DRESS CODE:

Berwick College welcomes feedback from the school community in relation to this Student Dress Code. If you have a concern or complaint about the Student Dress Code, further information about raising a concern or complaint is available in our school's *Parent Complaint Policy*, available on the school website.

EVALUATION:

This policy will be reviewed every three years. The department's Student Dress Code policy requires School Councils to decide annually whether or not amendments or a full review of the dress code is required

BERWICK COLLEGE UNIFORM

ITEM	Academic uniform	Academic uniform
SCHOOL JUMPER	Pullover or Vest with Berwick College logo Royal blue: Year 7, Year 8 & Year 9 Navy blue: Year 10, Year 11 & Year 12 Rugby Top	Pullover or Vest with Berwick College logo Royal blue: Year 7, Year 8 & Year 9 Navy blue: Year 10, Year 11 & Year 12 Rugby Top
SHORTS	Grey Melange shorts with Berwick College logo	Navy shorts (must be purchased from Noone) with Berwick College logo
DRESS		Berwick College Summer Dress (knee length)
SHIRT	White Short Sleeve Shirt with Berwick College logo OR White Long Sleeve Shirt with Berwick College logo	Long Sleeve White Opaque Blouse with Berwick College logo which can be worn with the skirt. White Short Sleeve Shirt with Berwick College logo which can be worn with the shorts.
SKIRT		Berwick College Winter Skirt (knee length)
TROUSERS/SLACKS	Grey Melange Trousers with Berwick College logo	Navy Slacks with Berwick College logo
TIE	Tie with Berwick College logo Not compulsory but recommended	Tie with Berwick College logo Not compulsory but recommended
SOCKS / TIGHTS	Plain (no logo) short grey socks (above ankle)	Plain (no logo) short white socks (above ankle) with the summer dress Navy Tights or short plain navy socks (above ankle) with winter skirt Note: Tights or navy socks are NOT to be worn with the summer dress
BLAZER	Blazer with braid and Berwick College logo Not compulsory, but highly recommended	Blazer with braid and Berwick College logo Not compulsory, but highly recommended
SHOES	Traditional black hard leather 'oxford style' round toe school shoe, black laces. No other style of footwear is acceptable. 	Traditional black hard leather 'oxford style' round toe school shoe, black laces OR buckle style. No other style of footwear is acceptable. 
	NB: In technology classes strong leather shoes are required to protect feet from falling objects	
	Sports Uniform	Sports Uniform
JACKET - Sports	Navy / White / Royal Jacket with Berwick College logo	Navy / White / Royal Jacket with Berwick College logo
TOP – Sports	Navy / White / Royal Sports Polo with Berwick College logo	Navy / White / Royal Sports Polo with Berwick College logo
SHORTS - Sports	Navy Sports Shorts with Berwick College logo	Navy Sports Shorts with Berwick College logo
FOOTWEAR	Appropriate sports footwear e.g. runners (not skate shoes)	Appropriate sports footwear e.g. runners (not skate shoes)
TRACK PANTS	Navy track pants with zip leg and pocket	Navy track pants with zip leg and pocket
	Accessories/Appearance	
SPORT HAT	Hat or cap for sun protection	Hat or cap for sun protection
NAVY SCARF		
		NAVY HIJAB
SCHOOL BAG	Navy school bag with Berwick College logo No other bag allowed – Compulsory	Navy school bag with Berwick College logo No other bag allowed– Compulsory