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The British School of Gran Canaria

Uniform and Appearance

Policy Document



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THE BRITISH SCHOOL OF GRAN CANARIA

UNIFORM AND APPEARANCE POLICY

1. Context

The British School of Gran Canaria, as a British school overseas, views the use of a uniform and the application of a dress code as a key component of our identity.

2. Scope

This policy details the BSGC's expectations for dress and appearance for the school community. It provides the dress code with guidance and clarification on its implementation.

3. Definitions

Throughout this document the following words, terms and phrases have the following meanings:

BSGC – The British School of Gran Canaria.

Tafira – the section of the school based in Tafira.

The South – the section of the school based in Maspalomas.

Primary – the sector of the school that includes Nursery, Reception and Years 1 to 6.

Secondary – Years 7-13.

Infants – section of the school from Nursery to Year 2.

Nursery – the class for 3-year-old pupils.

Reception – the class for 4-year-old pupils.

6th Form – the students and classes in Years 12 and 13.

Tutor – the secondary staff assigned to a Tutor Group who is responsible for monitoring the group as well as registering the students in school at the beginning of each school day.

Heads of Key Stage – a pastoral care position of responsibility in Secondary.

Senior Managers – staff with responsibility in different sector of the school including the Headmaster, Heads of Primary and Assistant Head Teachers in Secondary.

Governors – member of the governing body.

Uniform Sub-Committee – a group of Governors responsible for the BSGC Uniform purchasing and policy coordination.

Extra-Curricular Activities – activities and clubs that take place outside of the normal school hours, normally 3.50-4.50pm each week day.

PE – Physical Education.

Pupils – synonymous with students.

Staff – includes all employees, i.e. teachers, administrators, canteen workers and ancillary personnel.

4. Rationale

The British School of Gran Canaria aims to ensure that staff and pupils are appropriately dressed for their respective activities within the context, expectations and framework of the school day. In addition, the school uniform is used for safety and fairness reasons.

5. Expectations

Students

All BSGC students must comply with the standards of dress identified in Appendix A, unless otherwise authorised. This expectation applies to all school days, from arrival to departure, and for school activities and trips, except when specifically stated (e.g. fund raising non-uniform days).

- Students must only wear items of the BSGC school or PE uniform, ensuring items are worn appropriately and suitably for a school context and in accordance with BSGC expectations - see Appendix A.
- All pupils should arrive to, and depart from school correctly attired in accordance with BSGC expectations, unless specific permission sought.
- Pupils may come into school dressed in their PE uniform; in Primary on days when pupils have PE, in Secondary when pupils have PE during Period 1.
- PE uniform is acceptable for use on school trips involving physical activity and for after-school sports activities.

During periods of extreme temperatures, there may be adjustments to BSGC Uniform expectations. In very hot weather, students may be given permission to wear BSGC PE attire and in cold weather may wear additional sweatshirt and/or coats to school. The additional items must be school uniform i.e. BSGC jackets or sweatshirts.

Roles and Responsibilities

School Staff must fully support the student dress code by monitoring and addressing non-compliance according to the procedures listed in Appendix B.

Senior Managers will monitor, support and challenge staff in their application of the dress code expectations for students. They will also identify ways to maintain and improve standards of dress within the school in particular when non-compliance is identified, see Appendix B.

Parents should refer to the school uniform policy and ensure that their children fully comply. See Appendix C

Governors' Uniform Sub-Committee monitors the policy, and approves of changes proposed by the school.

Staff

British School staff should wear clothing that is professional and appropriate to their standing and status, and should not wear anything that may be considered offensive, revealing or provocative.

School staff should be aware of the school expectations as laid out in Appendix D, which considers their role and related needs, and clarifies requirements. BSGC believes that the appearance of its staff is important, expecting all staff to act as role models for students and parents, and to project a professional image of all aspects of their work.

Staff leading PE lessons and after-school clubs, should wear suitable sports attire for their activities, and should change out of their sportswear before or after delivering these activities.

During exceptionally hot weather (when the meteorological office raises an Orange Alert) staff will be notified that alternative attire, such as the use of formal shorts and deck shoes, is permitted for the duration of the heatwave.

Kitchen staff, cleaners and caretakers are provided with protective clothing and uniforms that must be kept in a presentable, smart and clean appearance. Kitchen staff are provided with a specific uniform to comply with local health and hygiene recommendations.

Roles and Responsibilities

Senior Managers will remind staff of school expectations, monitor staff attire and challenge inappropriate dress following the set procedure laid out in Appendix E. If there are issues with staff appearance these will be addressed directly with the member of staff following these procedures.

Chair of the Governors' Uniform Sub-Committee will liaise with Head to monitor staff attire and identify particular issues.

Appendix A – Students’ School Uniform Expectations

Nursery to Year 2

- BSGC P.E. t-shirt
- BSGC P.E. shorts
- White socks kit
- Plain white sports shoes with Velcro
- BSGC sweatshirt
- BSGC tracksuit (if desired)
- Nursery students have the optional use of an apron for certain activities.
- BSGC Raincoat
- BSGC cap and scarf

Year 3 to Year 11

Daily Uniform

- Navy blue BSGC trousers, shorts or skirt, and skirt for South School Yrs 3-6
- BSGC polo shirt – for special reasons and only with authorisation from the school’s management team, a long sleeved white t-shirt can be worn underneath the school polo shirt.
- BSGC cardigan
- Black or navy blue shoes. Black or dark trainers are not permitted, nor are shoes with non-black soles.
- Navy blue socks – low/invisible socks not allowed.
- BSGC Raincoat
- BSGC cap
- BSGC Scarf

PE Uniform

- White BSGC t-shirt
- Navy blue BSGC short
- BSGC Sweatshirt with hoody
- White socks
- Trainers
- BSGC tracksuit (optional but other tracksuits may not be worn)

Appearance Guidance

- One pair of stud or sleeper earrings can be worn as can a simple chain necklace and simple bracelet. Additional items of jewellery are only permitted for specific ethnic or cultural reasons and after clarifying with a senior manager of the school
- With the exception of earrings, body-pierced jewellery is not permitted
- Make up, including nail varnish, is not allowed
- Hair colour should be natural and hair styles conservative

- Long hair tied back in a ponytail or similar.
- Headwear only worn for special reasons and with authorisation from the school's management team, with the item being either dark blue or black and with the face fully visible.

Year 12 and 13 - Dress Code

- Students may dress casually but appropriate to a school setting.
- Clothing must be intact and not be viewed as offensive.
- Jewellery and make up are not encouraged but, if worn, must be discrete. This includes lengthy nail and eyelash extensions, which are not permitted.
- With the exception of earrings in the lobe of the ear, visible body-pierced jewellery is not permitted. (If for medical reasons body-pierced jewellery cannot be removed for a limited time, it must be covered at all times while in school).
- Hair colour should be natural and hair styles conservative.
- Visible tattoos are not allowed.
- Shorts, skirts and dresses should be of at least mid-thigh length;
- Leggings, if worn, must also be worn with a skirt, dress or other top, of at least mid-thigh length.

The following items are not allowed;

- See-through clothing,
- Strapless or 'string-strapped' tops,
- Baseball caps,
- Clothing which reveals underwear,
- Ripped or torn clothing
- Flip-flops or backless footwear.

Appendix B – Students Non-Compliance with Uniform Expectations

Tutors and Primary teachers to monitor their Class/Group during the morning registration and confront any pupil not correctly dressed in-line with expectations.

In the event of a student not complying with the BSGC Uniform Policy the following steps will be taken:

- Enquire as to whether there is a justifiable reason for the student not wearing the correct uniform. This should be explained in a letter from the parents, which should include the date by which the issue will be remedied.

If this is not the case a reminder will be given then;

- In Secondary after more than one reminder a Lunchtime Detention issued and noted in the Homework Diary. In Primary the class teacher will contact parents to inform them of the issue and way to rectify the situation.
- Further indiscretions will result, in Secondary, in the issuing of an After-School Detention and parents being informed. In Primary parents will be contacted again and Senior Manger informed.
- In Secondary, further non-compliance will include the intervention of the Head of Key Stage and counselling and a sanction and a letter or phone call to parents from the Head of Key Stage.
- For continued non-compliance, or for more serious issues, there will be intervention by a Senior Teacher the outcome of which may include counselling, a sanction or internal exclusion and communication with parents.

Teachers should monitor their classes and confront any student not correctly dressed asking them to rectify the issue immediately or reporting the issue to their Tutor or Primary Class teacher.

- Repeated offenses to be reported to the Head of Key Stage.

Senior Staff will monitor specific cases, intervening when necessary and liaising with parents to resolve on-going issues.

Appendix C – Parents Responsibilities

Parents should be fully aware of their responsibilities and ensure they are aware of the Uniform and Appearance Policy.

The school uniform should be purchased from the school offices in Tafira and The South and students dressed appropriately on a daily basis. Parents should be aware of the PE and extra-curricular timetable so that correct kit is provided for PE class and sports clubs.

If, for any reason correct BSGC uniform cannot be provided or worn, a note should accompany the student explaining the issue, including a date when the issue will be resolved.

Uncertainties or issues should be addressed to the Head of Key Stage in Secondary and in Primary to the class teacher or Primary Head.

Appendix D – Staff Dress Code

Male members of the teaching and administrative staff;

- Collared shirt and tie
- Trousers
- Shoes
- Suit jacket (if desired)

Female members of the teaching and administrative staff;

- Female staff should wear blouses and tops of sufficient length (in body and sleeves) to be appropriate within a professional working atmosphere
- Trousers, culottes, skirts
- Dresses
- Shoes and sandals that have a back strap

Staff are not allowed to wear;

- Denim
- Shorts
- Jeans
- Trainers
- Flip-flop style shoes
- Narrow (spaghetti) strapped tops
- ~~Tattoos should not be visible~~

Special Roles and Considerations

- Cleaning, maintenance and kitchen staff will be issued with appropriate uniform for their role and local regulations, which should be kept clean and well maintained. This will include;
 - Shirt
 - Trousers
 - Hat (kitchen staff)
 - Professional, appropriately, safe and suitable footwear
- Infant teachers and assistants do not have to use a tie and may use smart polo shirt instead of a formal collared shirt.
- Staff leading PE and extra-curricular sports activities should wear sports attire;
 - Sports top
 - Shorts, sports skirt or tracksuit bottoms
 - Leggings
 - Sports trainers

Appendix E – Staff Non-Compliance with Dress Code

Staff should be made aware of the school's Dress Code at the start of each academic year.

In the event of a member of staff not following the Dress Code they should be reminded of the School's Expectations by a member of the school's management team.

Further issues should be addressed with an email, explicitly identifying the issue or item of clothing which does not fit within the BSGC Dress Code. The school policy will also be attached to the mail.

A continuance of the issue will result in a meeting with the member of staff and a member of the management team and/or the school's Human Resources coordinator.