

# Manchester Communication Academy

---

Uniform Policy



with you, for you, about you.

# Revision Information

This document has been approved for operation within	Manchester Communication Academy
Date of last review	July 2022
Date of next review	July 2024
Review Period	Every two years
Date of LGB Approval	27 <sup>th</sup> June 2022
Status	Approved
Person Responsible for Policy	Vice Principal (Pastoral & Behaviour)
Owner	Local Governing Body (MCA)
Signature of Approval	Signed copy on file

## Equality, Diversity and Inclusion

MCA is committed to complying with the Equality Act 2010 and is committed to the principles of equality and strives to ensure that everyone who wishes to be involved in MCA whether as learners (and their parents/guardians), staff, trustees, governors or as a general member of the public:

- has a genuine and equal opportunity to do so without regard to their age, disability, gender reassignment, marital or civil partnership status, pregnancy or maternity, race, religion and belief, sex and sexual orientation; and
- can be assured of an environment in which their rights, dignity and individual worth are respected without the threat of intimidation, victimisation, harassment, bullying or abuse.

Under the Public Sector Equality Duty (PSED), MCA is required to have due regard to:

- the need to eliminate discrimination, advance equality of opportunity and foster good relations between different people when carrying out their activities.
- the advancement of equality of opportunity between those who share a relevant protected characteristic and those who do not share it and to foster good relations across all protected characteristics.
- review all of its policies and procedures, through consultation with its academies and institutes, to ensure compliance with education and employment legislation including the Equality Act 2010.

Greater Manchester Academies Trust has an Equality and Diversity Policy which is monitored and review annually as a minimum, it has been adopted by Manchester Communication Academy.

# Contents

1. Introduction .....	4
2. Aims and Objectives.....	4
3. The academy uniform .....	4
4. Head scarves, Duppatas and Turbans.....	5
5. Hats, scarves, gloves, hoodies, coats and jackets.....	6
6. The role of the parents .....	6
7. Student non compliance .....	6
8. The role of Governors .....	7
9. The academy supplier .....	7
10. School’s legal duties under the Equality Act 2010.....	7
11. Uniform swap shop.....	8
12. Monitoring and review .....	8

## 1. Introduction

1.1. It is our Academy policy that all children wear Academy uniform when attending School, travelling to and from School or when participating in a School-organised event outside normal School hours. We provide a complete list of the items needed for Academy uniform in this policy, in the essential information for Year 7 parents and new in-year admissions. A voucher for new uniform is provided to parents on entry to the academy.

## 2. Aims and Objectives

2.1. Our policy on Academy uniform is based on the notion that Academy uniform:

- promotes a sense of pride in the Academy
- engenders a sense of community and belonging towards the Academy
- is practical and smart
- identifies the children with the Academy
- prevents children from coming to Academy in fashion clothes that could be distracting in class
- makes children feel equal to their peers in terms of appearance

## 3. The Academy Uniform

3.1. The uniform must be worn by all students in Year 7 to 11.

3.2. Whenever the Academy uniform is worn, it must be complete and not mixed with non-uniform clothing. This includes when travelling to and from Academy on an official Academy trip, at which times the uniform must be worn.

3.3. Academy uniform expectations during lesson

- Students will adhere to the Academy uniform policy during lessons. If the weather is hot, then students may be allowed to remove blazers or jumpers. This is only if the teacher deems this appropriate.
- Teachers will ensure uniform expectations are adhered to at the start and end of each lesson. Where this is not the case uniform marks will appear on SIMS and parents will be contacted.

3.4. Academy uniform expectations at Break Time and Lunch Time

- Students will adhere to the Academy uniform policy, including wearing their blazers or jumpers and ties at all times, if they are in or around the main Academy buildings. If students are involved in some form of physical activity in an open space, then blazers or jumpers may be removed.

3.5 Academy uniform expectations when students leave the Academy site at the end of the day

- At the end of each day all students will adhere to the Academy uniform policy when they are leaving the Academy site or in close proximity to the Academy. Staff on duty at the end of the Academy day will challenge students who are not meeting the Academy's uniform expectations when they leave the Academy premises.

### 3.6 Academy Uniform:

- Year group Tie – MCA clip-on tie in year group colour and style
- Blazer (Y7) or jumper – Black with Academy logo embroidered onto jumper. From September 2022 jumpers will be an optional item of uniform. Blazers will be phased in starting with Y7 as the desired top layer of clothing. Existing jumpers can be worn for Y8-11 until a replacement is required.
- White shirt (roll-neck pullovers or coloured/patterned T-shirts may not be worn under the shirt)
- Trousers - Black. Students are not permitted to wear tight trousers, leggings, shorts, cargo pants, jeans, tracksuit bottoms or fashion trousers of any kind
- Skirt – This must be black, not fitted, school uniform style and an appropriate length (maximum 2" above the knee)
- Tights - Black or opaque
- Plain black flat shoes (no ballet pump style shoes. no boots, no suede shoes and no canvass shoes). Trainers are still acceptable but they must be completely black.
- We do not have a boys' and girls' uniform expectation. We would support students to make a thoughtful and considered choice about the clothes worn at school in relation to their gender identity in conjunction with their families

#### Optional:

- Belt - Plain black with a discreet plain buckle or clasp

\* Students will receive a tie at the start of each academic year. Any lost ties will be charged at £5 each. If a tie is returned at the end of the academic year in good condition, then the student will then receive the new year group tie free of charge. If the tie is deemed to be unusable then a £5 charge will be applied to replace this.

### 3.7 P.E. Kit

Students are expected to come to school with their full P.E. kit for all practical P.E. lessons. P.E. kit is provided for all students on initial entry to the academy. This includes:

- Black tracksuit bottoms/shorts
- MCA polo shirt
- Outdoor fleece top
- Trainers (not supplied)
- Socks

## 4. Head Scarves, Dupattas & Turbans

4.1 Head Scarves or dupattas, if worn, must be black or white.



4.2 Turbans, if worn must be black or White.



## 5. Hats, Scarves, Gloves, Hoodies, Coats and Jackets

5.1 Hoodies are not to be worn. If worn hoodies will be confiscated and returned at the end of the Academy day.

5.2 Coats or jackets may be worn to academy but not inside of the building. The academy will not take responsibility for the loss or damage of expensive jackets/coats. Students will receive a behaviour sanction for wearing coats or jackets in the building.

## 6. The Role of Parents

6.1 We ask all parents who send their children to our Academy to support the Academy uniform policy. We believe that parents have a duty to send their children to Academy correctly dressed and ready for their daily Schoolwork. One of the responsibilities of parents is to ensure that their child has the correct uniform on each day. Where issues arise please contact a member of the pastoral team who will be able to assist with this.

6.2 If any parent would like the Academy to modify the uniform policy, they should make representation, in the first instance, to the Headteacher. The Academy welcomes children from all backgrounds and faith communities. If there are serious reasons, for example on religious grounds, why parents want their child to wear clothes that differ from the Academy uniform, the Academy will look sympathetically at such requests.

6.3 It is essential that all items of uniform are marked with your child's name as the Academy does not accept any responsibility for any lost items.

## 7. Student Non-Compliance

7.1 In line with the guidance from the DfE teachers can discipline students for breaching the Academy's policy on appearance and uniform. This will be carried out in accordance with the behaviour policy which is accessible on the academy website.

7.2 The Headteacher, or a person authorised by the Headteacher, may ask a student to go home briefly to remedy a breach of the Academy's rules on appearance or uniform. When making this decision the Headteacher will consider the student's age and vulnerability, the ease and time it will take, and the availability of the student's parents/carers. This will not be recorded as a fixed term exclusion but as an authorised absence.

7.3 If the student 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 an unauthorised absence. In either case the student's parents must be notified and the absence should be recorded.

7.4 When considering excluding a student for breaches of the uniform policy then this will be in line with the legal requirements for exclusion. Internal exclusions may be used to deal with persistent and deliberate breaches of the uniform policy.

## 8. The Role of Governors

8.1 The Academy Governance Committee supports the Headteacher in implementing the Academy uniform policy. It considers all representations from parents regarding the uniform policy and liaises with the Headteacher to ensure that the policy is implemented fairly and with sensitivity.

8.2 It is the governors' responsibility to ensure that the Academy uniform meets all regulations concerning equal opportunities.

8.3 Governors ensure that the Academy uniform policy helps children to dress sensibly, in clothing that is hardwearing, safe and practical.

## 9. The Academy Supplier

9.1 The Academy supplier is Ziggys Schoolwear. The address for Ziggys Schoolwear is Unit 20, North City Shopping Centre, Manchester, M9 4DH. The telephone number for Ziggys Schoolwear is (0161) 205 6171.

9.2 Parents can visit the parents' online website to order uniform authorised by the Academy. The link is: <https://ziggyschoolwearmanchester.co.uk/>

9.3 Parents can purchase any uniform authorised by Academy. Any lost ties can be purchased from the main reception at MCA. Items with the academy logo can be purchased from Ziggys. For those items such as the shirt etc these can be sourced from any suitable retailer.

## 10. Our school's legal duties under the Equality Act 2010

10.1 The [Equality Act 2010](#) prohibits discrimination against an individual based on the protected characteristics, which include sex, race, religion or belief, and gender reassignment.

To avoid discrimination, Manchester Communication Academy will:

- Avoid listing uniform items based on sex, to give all pupils the opportunity to wear the uniform they feel most comfortable in or that most reflects their self-identified gender

- Make sure that our uniform costs the same for all pupils
- Allow all pupils to have long hair (though we reserve the right to ask for this to be tied back)
- Allow all pupils to style their hair in the way that is appropriate for school yet makes them feel most comfortable
- Allow pupils to wear headscarves and other religious or cultural symbols
- Allow for adaptations to our policy on the grounds of equality by asking pupils or their parents to get in touch with Mr. M Birrell who can answer questions about the policy and respond to any requests

## **11 Uniform Swap Shop**

11.1 Parents will be able to trade items of uniform in with the pastoral team to access bigger sizes as the students' progress through the academy. We will accept any item of uniform that can continue to be worn.

11.2 Parents that would prefer to purchase a new item of clothing instead of swapping it will be able to receive a small voucher to use at Ziggys or a supermarket of choice.

11.3 Ties can be traded in for the next year group tie each summer. Where ties are not in a good condition students will have to pay to replace it the following year.

## **12 Monitoring and review**

12.1 The Governing Body monitors and reviews the Academy uniform policy through;

- Listening to the views of parents, to ensure that they agree with and support the policy
- considering, with the Headteacher, any requests from parents for individual children to have special dispensation with regard to Academy uniform
- requiring the Headteacher to report to the governors on the way the Academy uniform policy is implemented.

12.2 This policy will be reviewed every two years by SLT and led by the Vice Principal: PDBW

12.3 This policy will be approved by the Academy Governance Committee.

12.4 Date when policy was last approved: June 2022; for implementation from September 2022.