

SCHOOL UNIFORM POLICY & REGULATIONS

This document sets out a clear guideline for Parents and Students enrolled at either Islamia Girls' School or Brondesbury College (hereinafter referred to as the 'School') in relation to the School's uniform policy and regulations.

1. Introduction

- 1.1. In this policy, **'uniform'** includes daywear, sportswear, footwear and outerwear and **'in School'** is whenever and wherever Students are the responsibility of the School, either on School premises or off-site during School related trips and/or activities. **'Parent'** means anyone with legal parental responsibilities for a Student.
- 1.2. Students and the wearing of the School uniform correctly is the responsibility of all members of the School community, Parents, Students and the Staff alike. The correct adherence to the wearing of the School uniform encourages our Students to develop long-lasting good habits for life.
- 1.3. Students are expected to identify themselves with the School and its ethos by wearing the School uniform neatly and without adaptations. The uniform encourages a true sense of community identity. The School's uniform is very distinctive and Students wearing it are representing the School. It is very important therefore that whilst in uniform Students are expected to pay particular attention to the manner in which they portray themselves, their families and the School. Every effort should be made to ensure that the School is portrayed in a positive light, including outside of School premises and hours.
- 1.4. The wearing of the School uniform is an essential requirement and has been designed to adhere to the Islamic codes of modesty. Parents are expected to ensure that their children, who are Students of the School, adopt and uphold this expectation in the manner in which Students are dressed.
- 1.5. Any Student who comes to School dressed in incorrect School uniform, or whose uniform is worn in an inappropriate manner, will immediately be given the opportunity to correct their uniform in private and will be expected to iron creased items of their uniform using the School's iron, if required. If this cannot be fixed, Students will be sent home to change. Parents will be notified by phone or by a text message if the School is unable to reach them. This rule applies to non-uniform days and trip days also, if a Student fails to observe the School's rules regarding non-uniform.
- 1.6. A School uniform enhances equality amongst all Students. Expensive and luxury items are not permitted as part of the uniform in any form, including designer shoes, bags, coats and the like.
- 1.7. Female Students must not wear face veils or abayas. Headscarves must not be adorned or flamboyant.
- 1.8. This document details our School's policy and regulations on all aspects of the Schools uniform clearly and explicitly.
- 1.9. All items marked with a single asterisk (*) indicates the School's customised uniform items that must be purchased through John Lewis (online store) directly. For fittings, Students may visit select physical John Lewis stores where samples are held for sizing purposes only. The double asterisk (**) indicates the items that must be purchased through School directly.
- 1.10. Parents and Students are solely responsible for labelling **all** uniform items including PE kits with the Students full name clearly. This helps in identifying and returning Lost Property to its correct owner.
- 1.11. Lost Property is permanently cleared from the School on a half-termly basis. It is the sole responsibility of Parents and Students to go through the Lost Property bin as soon as it is realised that uniform items are missing and in any case **before** the half-termly holidays.
- 1.12. Parents are expected to give their full unwavering support in maintaining the School's high standard and expectation of dress and presentation and the correct wearing of the School uniform. To this end, Parents are expected to provide their children, who are Students of the School, with the correct items of clothing for their School uniform and restrict their children, who are Students of the School, from buying incorrect or inappropriate items of clothing.

ISLAMIA SCHOOLS

2. Daywear

- 2.1. All items listed below are compulsory School uniform items that Students are expected to wear to School and on trips unless the School informs Parents otherwise, for example on non-uniform days.

Islamia Girls' School	Brondesbury College
Long grey skirt to the ankle (*) The hem of this uniform item must not touch the ground	Dark grey trousers (*) The hem of this uniform item must not touch the ground
Black or dark grey opaque tights (60 denier minimum) or white knee-high socks with black or dark grey leggings	Black or dark grey socks
White long-sleeved blouse with collar (must be worn with white vest or t-shirt underneath)	White long-sleeved or short-sleeved shirt with collar
Grey cardigan with School logo (*)	Grey v-necked jumper with School logo (*)
Teal blazer with School logo (*)	Teal blazer with School logo (*)
Plain white cotton headscarf with white full tube bonnet (**)	Brondesbury College striped tie (*)
Plain polished black traditional school shoes (no heels) Suede, canvas, boots and trainers are not permitted	Plain polished black traditional school shoes Suede, canvas, boots and trainers are not permitted

3. Sportswear

- 3.1. All items listed below are compulsory School PE uniform items that Students are expected to wear during PE lessons, sporting activities including fixtures and competitions and on sports day.

Islamia Girls' School	Brondesbury College
Black loose tracksuit bottoms Leggings are not permitted	Black loose tracksuit bottoms
Black tracksuit zip-up top with School logo (*)	Black tracksuit zip-up top with School logo (*)
Long-sleeved polo shirt in House colour with School logo (*)	Short-sleeved polo shirt in House colour with School logo (*)
Plain black or white trainers Coloured laces and fashion trainers are not permitted	Plain black or white trainers Coloured laces and fashion trainers are not permitted

- 3.2. After PE lessons including after after-School clubs, Students are expected to change back into their full School uniform before leaving the School premises unless Students are attending competitions at off-site locations, in which case Students will not be expected to change back into their full School uniform.

4. Outerwear

- 4.1. The items listed below are compulsory additional items that Students will be required to use during the School year. These items need to be smart and practical to wear (for coats) and to use for carrying school books, equipment and PE kits (for bags).

Islamia Girls' School	Brondesbury College
Plain black or grey smart overcoat or jacket No motifs or labelled markings should be visible	Plain black or grey smart overcoat or jacket No motifs or labelled markings should be visible
Plain black School bag and PE bag No motifs or labelled markings should be visible	Plain black School bag and PE bag No motifs or labelled markings should be visible

5. Non-Uniform Days

- 5.1. From time to time the School holds non-uniform days where Parents are expected to ensure that their children, who are Students of the School, adhere to the principles set out by the School and observe the modest dress code. The following list details the basic rules of clothing that are not allowed to be worn to School. This list may be added to by the Headmaster/Headmistress or Principal of the School. Students are not allowed to wear:
- Ripped items of clothing even if they are deemed to be fashionable.
 - Clothing with a slogan, logo, initials or any form of words and abbreviations which are offensive.
 - Tight figure-hugging trousers.
 - Tight and/or revealing tops.
 - Short tops (above the bottom).
 - Hoodie tops (unless the Students are Year 11 Leavers and have been granted authorisation to do so during a particular time of the academic year).
 - Leather or leather-looking jackets.
 - High-heeled shoes or open-toed and open-heel shoes or sandals.
- 5.2. Students should be dressed in smart, clean and respectable clothing at all times.
- 5.3. There may be occasions where Students are asked to adopt a more formal look than they would normally do on ordinary non-uniform days.
- 5.4. Students should be willing to accept the judgement of the School Staff as to what is acceptable where there is no specific ruling and not challenge Staff on the matter.

6. Hairstyles & Colouring

- 6.1. Parents and Students must be aware that the School does not permit the external influences and extremes of fashion trends in the hairstyles or dress styles that Students may choose to adopt.
- 6.2. Dyed hair colour (permanent or temporary) is not permitted.
- 6.3. Lines or designs razor cut or shaved across the hair or eyebrows are not permitted.
- 6.4. For Students attending Brondesbury College, all hairstyles should be of one level, for example not shorter around the back and longer on top. Hair should be cut uniformly all over and should adopt the standard smart look of short back and sides.
- 6.5. For Students attending Islamia Girls' School, all hair should be tucked neatly under a white full tube head covering, which should be worn under the white headscarf. The headscarf should be safely and securely pinned at the centre of the neck with both loose ends of the scarf neatly tied together and tucked under the tail of the headscarf. Headscarves are not to be worn wrapped around the head in various styles. The School adopts a set uniform headscarf look for all Students.

7. Jewellery & Valuables

- 7.1. Students are not permitted to wear any form of jewellery at School apart from simple stud earrings. Stud earrings may need to be removed for some activities, in particular during sporting fixtures.
- 7.2. Piercings are not allowed other than a single piercing in each earlobe.
- 7.3. Simple analogue or digital wristband watches and fitbit fitness trackers are allowed to be worn to School in the traditional plain black colour. Watches should be removed for practical lessons or any lesson where they may pose a danger and during examinations where basic analogue or digital watches will need to be placed on the table directly.
- 7.4. The School does not accept any form of responsibility for the loss of valuables.

ISLAMIA SCHOOLS

8. General Additional Uniform Guidelines and Regulations

- 8.1. Make-up and nail varnish (coloured or transparent) are strictly not allowed to be worn at School. If Students are found to be wearing make-up, they will be asked to remove it immediately. For Students who suffer from chapped lips, the original vaseline or uncoloured lipsal sticks can be brought into School and worn only.
- 8.2. Fragranced body mist sprays and perfumes are not allowed to be worn at School. Students are only allowed to bring in standard antiperspirant deodorant sprays and/or roll-on sticks.
- 8.3. Students are encouraged to adopt and maintain a personal hygiene routine. Students are expected to pay particular attention to their oral hygiene by regularly brushing and flossing their teeth on a daily basis and to their body hygiene by regularly showering and changing their clothes. This is particularly necessary during the hotter months where it is common for people to release unpleasant smells and body odours that are disturbing to others around them.
- 8.4. Students are expected to change their white School blouse / shirt frequently and ensure that the white colour of their uniform is maintained. Discoloured shirts and headscarves are not allowed in School and will need to be replaced.
- 8.5. All items of the School uniform including sportswear are expected to be washed weekly. Blazers are also expected to look smart and clean at all times and should be dry-cleaned when required.
- 8.6. Students are assigned a locker and a single key at the start of each academic year, where a deposit is held in exchange for the allocation. This deposit is returned at the end of Year 11 or when a Student leaves the School, provided that the key is returned to the School. In the event that a locker key is lost or that a locker is damaged, the deposit is used to replace the key or fix the damage and Parents are expected to pay the difference for any damage and any additional replacement deposit.
- 8.7. Students are expected to place their School bag, PE bag and their coat or jacket in their locker at the start of each School day. Any property found lying around the School, including books and stationary, will be confiscated and held by the Front Office where Students can go to pay the Penalty Fee and collect their belongings.
- 8.8. As part of the School's objective in training its Students to be self aware of their behaviour and responsibilities as contentious citizens, the School adopts certain penalties as a means of teaching valuable lessons to its Students with the objective that Students will learn not to repeat certain misdemeanours in future. Penalties therefore increase in cost depending on the frequency of misdemeanours, however it is expected that Students will learn from their first mistake.
- 8.9. Students should be willing to accept the judgement of the School Staff as to what is acceptable where there is no specific ruling and not challenge Staff on the matter.

9. Confiscated Items

- 9.1. Students found to be wearing any unacceptable item, will be expected to remove it immediately. All confiscated items will be locked in a secure cabinet and will be returned at the end of the half term.
- 9.2. Students who are found to have home clothes present on them at School including in their locker, without the School having been notified by the Parents in advance and in writing through email, will have those items confiscated.
- 9.3. All confiscated items will have to be collected from the School by the Parents only. For items confiscated within the last two weeks of any half term, such items will not be returned to the until the end of the following half term.