UNIFORM EXPECTATIONS PROCESS

leadership team presence in school before BCC

student is in full uniform

YES

Ready to Learn

NO

BCC Teacher checks uniform on entry to class and asks any student to go to uniform exchange to rectify uniform/gain uniform pass

students sent to exchange to correct uniform issues

students exchange uniform items and change if necessary. Students leave non uniform items in exchange.

if student cannot gain an item to correct any part of uniform at exchange, they should have uniform pass
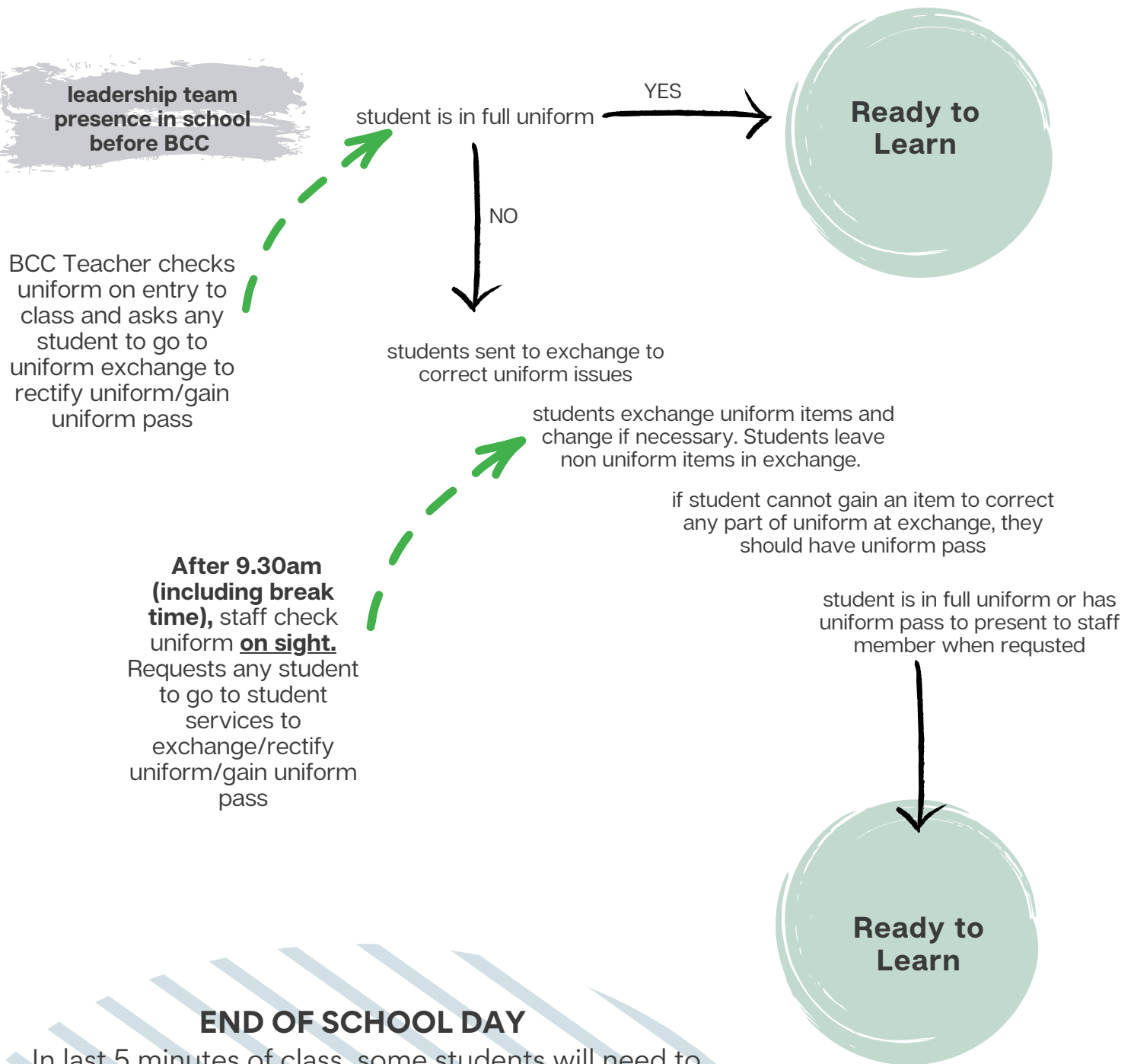
After 9.30am (including break time), staff check uniform **on sight.** Requests any student to go to student services to exchange/rectify uniform/gain uniform pass

student is in full uniform or has uniform pass to present to staff member when requsted

Ready to Learn

END OF SCHOOL DAY
In last 5 minutes of class, some students will need to depart 5 minutes early to ensure they can return items to the exchange and still catch buses etc. Students that this concerns should show their teacher their uniform pass to do so.

Staff at the exchange will keep students exchanging, there until the bell goes.

Q: My student has lost the uniform slip but says they need to go to the exchange in the last 5 minutes of class.
A: A list of students that have items to exchange will be list on sharepoint daily.

FAQ?

- **What if I see a student out of class in a non school uniform item? 1 - you ask to see the uniform pass. 2 - if they cannot produce it, you ask them to remove it.**

- How do I know if a student has a uniform pass? They should have the ID attend slip with date and time stamp.

- When do students get detentions? There's no penalty for using the exchange, but if a student doesn't follow the supported process and attempts to not get caught out of uniform, they will get a detention when they eventually present to change uniform.

- I sent a student to the uniform exchange at the start of class but they didn't return. Treat as same process as truancy for buddy. HOY Referral.

- What if a student refuses to go to the office and enters lesson without permission? Depending on escalation of behaviour RED CARD or referral HOY

- How will parents know that their student keeps using the uniform exchange? Parents will be txt messaged each time their student uses the exchange.

- How do we track when students are using the uniform exchange for items or getting uniform passes? it is recorded on ID attend.

- What will we do with student sin practical subjects with incorrect footwear in 2022? We will follow the same process in 2021, however any student without the correct shoes should have a uniform pass (+ detention if they haven't followed the process)