

Mickle Trafford Village School



School Uniform Policy

Date of policy	Spring 2025
Date for Review	Spring 2027
Signed Headteacher	
Signed Chair of Governors	

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Statement of intent

Mickle Trafford Village School believes that a consistent school uniform policy is vital to promote the ethos of the school and provide a sense of belonging and identity for all pupils, regardless of their protected characteristics or socio-economic circumstances.

This policy lays out the measures the school has taken to ensure a consistent, fair and inclusive uniform policy, and to implement a uniform that reflects the needs of all pupils, and is affordable and the best value for money for the school and pupils' families.

We believe that pupils learn most effectively and achieve their best outcomes when they are comfortable, able to be themselves, and dressed in such a way that sets an appropriate tone for education.

1. Legal framework

This policy has due regard to all relevant legislation including, but not limited to, the following:

- Human Rights Act 1998
- Education and Inspections Act 2006
- Equality Act 2010
- Education Act 2011
- The UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Education (Guidance about Costs of School Uniforms) Act 2021
- DfE (2021) 'Cost of school uniforms'
- DfE (2021) 'School Admissions Code'
- DfE (2024) 'School uniforms: guidance for schools'
- Equality and Human Rights Commission (2022) 'Preventing hair discrimination in schools'

This policy operates in conjunction with the following school policies:

- Complaints Procedures Policy
- Behaviour Policy

2. Roles and responsibilities

The governing board is responsible for:

- Establishing, in consultation with the headteacher and school community, a practical and smart school uniform that accurately reflects the school's vision and values.
- Ensuring that the school's uniform is accessible and inclusive, and does not disadvantage any pupil by virtue of their protected characteristics or socio-economic status.
- Listening to the opinions and wishes of parents, pupils and the wider school community regarding changes to the school's uniform.
- Ensuring that the school's uniform is accessible and affordable.

- Demonstrating how best value for money has been achieved in the uniform policy.
- Ensuring compliance with the DfE's '[Cost of school uniforms](#)' guidance.

The headteacher is responsible for:

- Enforcing the school's uniform on a day-to-day basis.
- Ensuring that teachers understand this policy and what to do if a pupil is in breach of the policy.
- Listening to the opinions and wishes of the school community in regard to the school's uniform and making appropriate recommendations to the governing board.
- Providing pupils with an exemption letter as appropriate, e.g. for a pupil who has a broken arm and requires a loose-fitting top.

Staff members are responsible for:

- Ensuring that pupils dress in accordance with this policy at all times.
- Disciplining pupils who are in breach of this policy.
- Ensuring that pupils understand why having a consistent and practical school uniform is important, e.g. school identity.

Parents are responsible for:

- Providing their children with the correct school uniform as detailed in this policy.
- Informing the headteacher if their child requires a more relaxed uniform policy for a period of time, including why.
- Ensuring that their child's uniform is clean, presentable and the correct size.

Pupils are responsible for:

- Wearing the correct uniform at all times, unless the headteacher has granted an exemption.
- Looking after their uniform as appropriate.
- Understanding and respecting why a school uniform is important to the school, e.g. school identity and community.

3. Cost principles

MTVS is committed to ensuring that our school uniform is affordable and accessible to all pupils, and does not place an unreasonable financial burden on parents.

In accordance with the 'School Admissions Code', the headteacher will ensure that the school's uniform policy does not discourage parents from applying for a place for their child.

The school will assess the overall cost implications of its uniform policy regularly, including prior to making any changes to the school uniform. When evaluating whether costs are reasonable and proportionate, the school will take into account the opinions and situations of:

- Economically disadvantaged parents.
- Parents with multiple children who are, or will be in the future, pupils at the school.
- Parents of younger children, as they are likely to grow quickly and require new sets of uniform more frequently.
- Parents of pupils with protected characteristics that may impact their ability to access the uniform due to costs.
- LAC and PLAC.

The school will evaluate the cost of its uniform based on the overall collection of uniform items that parents would need to purchase for a pupil, rather than on the cost effectiveness of individual items; this will include consideration of the fact that parents will need to purchase multiples of certain items, e.g. shirts and socks, to ensure their child can come to school in clean uniform every day.

The school keeps branded uniform items to a minimal level that is reasonable for all members of the school community. The school defines a branded uniform item as any item of clothing that cannot be purchased at a range of retailers, including by virtue of logos, colours, design and fabrics.

The school is committed to meeting the DfE's recommendations on costs and value for money. Every care is taken to ensure that our uniforms are affordable for all current and prospective pupils, and that the best value for money is secured through reputable suppliers.

The school works with their suppliers to obtain the best value for money possible. Any savings negotiated are passed to parents where possible and does not enter into exclusive single supplier contracts or cash-back arrangements. More information on

supplier processes can be found in the 'School uniform supplier' section of this policy.

The school will not amend uniform requirements regularly and will take the views of parents and pupils into account when considering any changes to school uniforms.

4. Equality principles

The school takes its legal obligation to avoid discriminating against any protected characteristic unlawfully very seriously, and aims to ensure that the uniform policy is as inclusive as possible so that all pupils are supported to access a school uniform which is comfortable, suitable for their needs, and reflects who they are.

The school will work to ensure that school uniform's cost does not disproportionately affect any pupils by ensuring that uniforms for all genders are as equal in price as possible and by adhering to the cost principles laid out in section 3.

The school will ensure that parents and pupils are consulted over any changes to school uniform, and that views and advice is sought specifically from pupils, and parents of pupils, who:

- Are transgender, including non-binary pupils.
- Have SEND and/or sensory needs.
- Are of a religious or cultural background that has dress requirements.

The school implements a gender-neutral uniform, meaning that pupils are not required to wear specific items based on their gender, and may wear any of the uniform items listed in the 'School uniform' section of this policy regardless of the legal sex recorded on the school's records.

The school ensures that pupils who are required to follow certain dress requirements, e.g. by virtue of their membership of a particular religious or cultural group, are afforded flexibility to allow them to wear a uniform that adheres to their requirements as far as possible. The school endeavours to meet all requests for amendments to the uniform for these purposes; however, will ensure that the needs and rights of individual pupils are weighed against any health and safety concerns for the entire school community.

Parents' concerns and requests regarding religious clothing are dealt with on a case-by-case basis by the headteacher and governing board, and always in accordance with the school's Complaints Procedures Policy.

The school ensures that the needs of pupils with SEND and/or sensory difficulties are considered in the uniform policy, e.g. ensuring soft, stretchy fabrics and avoiding intricate buttons or hard seams; however, where the needs of these pupils cannot be met in the standard uniform policy, individual adaptations to the uniform will be considered and permitted wherever possible.

5. Complaints and challenges

The school endeavours to resolve all uniform complaints and challenges locally and informally, in accordance with the school's Complaints Procedures Policy.

To make a complaint, parents should refer to the Complaints Procedures Policy and follow the stipulations outlined.

When a complaint is received, the school will work with parents to arrive at a mutually acceptable outcome.

Governors are willing to consider reasonable requests for flexibility to allow a pupil to accommodate particular social and cultural circumstances.

6. School uniform supplier

Our current school uniform supplier is:

- **Darts Chester Limited**
- **sales@yourschooluniformshop.co.uk**
- **Tel: 01244956300**

The governing board will ensure that a written contract is in place with the supplier for branded items.

The school will retender the uniform contract every five years, whether changes to the uniform are made or not, in line with the Tendering and Procurement Policy. The governing board will be able to demonstrate how uniform is procured at the best value for money. The headteacher will work to ensure that the items are procured as cheaply as possible without compromising on the quality, e.g. by requesting standard-style items from the supplier rather than more intricate and unique designs.

The school will order new uniform each December. Where the school is proposing to change suppliers, it will reach out to suppliers by October in the determination year.

7. Finding and consulting suppliers

If the school is considering changing its suppliers and seeks a list of available suppliers, it will consider the following options:

- Consulting an industry body
- Researching local suppliers
- Consulting with other schools and networks
- Having informal discussions with potential suppliers to help determine the school's own needs

If the school prepares to request bids from potential suppliers, it will consider the following elements:

- What products parents will need
- Existing contractual commitments
- Length of tender process
- The school's evaluation process

8. Template documents

Schools will use the DfE's '[Procuring uniform supplies](#)' template documents to ensure that they undergo the procurement process correctly. The templates consist of an invitation to tender, a request for quotation, and a pricing schedule.

Schools will use the invitation to tender template to ask questions of suppliers. Schools will then use the pricing schedule to ask suppliers to submit their prices. Full instructions on how to use the templates are included in each of the documents.

9. Uniform assistance

The school supports vulnerable families in meeting the costs of uniforms. School uniform assistance is provided via a voucher that can be spent on school clothing. The budget for the school uniform assistance scheme comes from **pupil premium funds**. We supply vulnerable children with preloved where needed.

To claim school uniform assistance, parents should be eligible for FSM. Eligibility is determined by checking original documents from the relevant authority, detailing receipt of the benefit and the address of the pupil.

Families who meet the criteria should complete the [School Uniform Assistance Application Form](#) and return it to the school office.

MTVS PTA holds pre-loved used school uniform for parents to access; access to these uniforms is available via www.pta-events.co.uk/mtvs. Parents are invited to donate their child's uniform when they no longer need it.

10. Non-compliance

Staff members are permitted to address pupils for breaching this policy, in accordance with the school's Behaviour Policy. Parents will be contacted to discuss the breach.

11. School uniform

We are very proud of our school uniform. All our children wear it and we pride ourselves on our appearance.

For health and safety all children with shoulder length hair should have it tied back for school using blue or black bobbles. Extreme hairstyles such as Mohawks and patterned or brightly coloured hair are not acceptable. All hair wear should be plain and based on school colours. No nail varnish or jewellery should be worn.

MTVS School uniform is as follows

Item	Optional or required	Branding	How to acquire	Cost per item from school supplier
Regular school uniform				
White or blue polo shirt	Required	School logo on right-hand side (optional)	Branded polo shirts are available from our school supplier and from our second hand from our pre-loved uniform via links on our website. Navy blue sweatshirts or cardigans can be bought from regular retailers.	£10.50
Navy blue sweatshirt and/or cardigan	Required	School logo on right-hand side (optional)	Branded sweatshirts and cardigans are available from our school supplier and from our second hand from our pre-loved uniform via links on our website. Navy blue sweatshirts or cardigans can be bought from regular retailers.	£12.99 sweatshirt/ £15.75 cardigan
Grey or black trousers, shorts, grey skirt or pinafores	Required	No branding	These items can be bought from regular retailers	N/A
In the summer we encourage grey shorts or blue and white gingham dresses	Encouraged	No branding	These items can be bought from regular retailers	N/A
Sensible, plain black or navy shoes	Required	No branding	These items can be bought from regular retailers	N/A
White or grey socks or navy blue or black tights	Required	No branding	These items can be bought from regular retailers	N/A

PE kit				
Plain blue t-shirt	Required	School logo on right-hand side (optional)	Branded PE t-shirts are available from our school supplier and from our second hand from our pre-loved uniform via links on our website. Light blue t-shirts can be bought from regular retailers.	£6.50
Plain navy blue shorts	Required	No branding	These items can be bought from regular retailers	N/A
In the winter children can choose to wear a navy blue hoodie	Optional	School logo on right-hand side (optional)	Branded hoodies are available from our school supplier and from our second hand pre-loved uniform via links on our website Navy blue tracksuits can be bought from regular retailers.	Hoodie £15.00
Black pumps or trainers	Required	No branding	These items can be bought from regular retailers	N/A
Accessories				
School book bag	Optional	School logo	Available from school our supplier	£7.00

We have also arranged for our primary supplier Darts of Chester to offer a value range of logoed uniform and economical bundle packs, which are more economical than purchasing individual items.

12. Adverse weather

All pupils are required to wear weather-appropriate clothing

For hot temperatures, this includes wearing:

- Caps or sun hats

Pupils are advised not to wear any jumpers or fleeces during heatwaves. If outside during break times, pupils are encouraged to play in shaded areas

For cold temperatures, this includes wearing:

- Scarfs, gloves, coats and hats when they are outside.

- Warm jumpers that conform to the school's uniform policy.
- Trousers, or thick tights with skirts.

13. Labelling

All pupils' clothing and footwear should be clearly labelled with their name.

Any lost clothing is to be taken to the lost property box outside the school office. All lost property is retained for half a term and is disposed of if it is not collected within this time.

14. Monitoring and review

This policy is reviewed every two years by the board of governors and the headteacher.

School Uniform Assistance Application Form

Children who attend Mickle Trafford Village School are eligible for school uniform assistance if they receive FSM.

The allowance is for buying suitable school wear and is paid once a year.

Part 1: Details of parent

Your full name:	
Title:	
National insurance number:	
Address:	
Postcode:	
Mobile no.:	
Landline no.:	
Email address:	

By supplying us with a phone number or email, you agree to being contacted to let you know if you are eligible.

Part 2: Details of each dependent child you are applying for

Surname	Other names	Date of birth

Please read this declaration before you sign it

- I declare I am the parent of the child(ren) that I am applying for.
- I declare that all the information I have given is correct and complete to the best of my knowledge.
- I have enclosed original documentation to prove that I am in receipt of one of the benefits listed at the top of this form.
- I am aware that I have a duty to notify the school in writing immediately of any changes in my circumstances which might affect my entitlement to school clothing assistance.
- I understand that information taken from this form will be stored electronically on the school's computers. The school is permitted to do this under the UK GDPR and Data Protection Act 2018. A copy of the school's registration is held for inspection.

Please return this completed form to the school office.

Your signature: _____ Date: _____

What happens next?

If you apply for school uniform assistance and qualify, a voucher will be sent to you for each of your children. If you do not qualify for the payment, we will let you know and explain why.