

UNIFORM AND GROOMING POLICY

INTRODUCTION

It has been a tradition at St Mary's College Gunnedah, since its foundation in 1879, that students be well presented and wear a common uniform. Since those early days the uniform has undergone many changes and modifications, responding to the changing climatic conditions and developments in the clothing industry. Consequently, the uniform and appearance of students 100 years ago is significantly different to what we experience today. It has been and will continue to be the policy of the College that no student should be disadvantaged in this area and therefore all will have access to the correct uniform requirements. Given that tradition and being considerate of the times and circumstances we live in, the following 'Uniform and Grooming Policy' has been instituted.

WHY A GROOMING AND UNIFORM POLICY?

There are several reasons apart from tradition why such a policy should be instituted and adhered to.

1. The wearing of a uniform does not distinguish between the 'haves' and the 'have-nots' – all students are seen as equal.
2. There are economic and practical advantages for parents.
3. To wear a uniform and comply with grooming regulations requires self-discipline, personal responsibility and thinking beyond self, to others. Students who do not care can let themselves and others down.
4. Being well groomed and in uniform contributes to the development of a common spirit, a sense of identity and a sense of belonging to the community of St Mary's College.
5. Students' personal presentation is a visible sign of pride in themselves and their College.
6. Well-presented students help to create a good image of the College within the local community.

It is the expectation at St Mary's College that students are not just in correct uniform, but are neatly presented at all times. Clothes should be neatly ironed and shoes clean and polished. On those occasions on which the College allows students to wear clothes other than school uniform (eg. non-uniform days, school socials, sports carnivals), it is expected that students will dress safely, neatly and with decorum. Since students wearing school uniform out of school hours are seen to be representing the College, it is anticipated that, if the uniform is worn out of school hours in public, it will be worn correctly, and that the behaviour of students in uniform out of school hours will be exemplary.

Max Quirk

Principal

COLLEGE UNIFORM SHOP

Most items of College uniform are available at the uniform shop. School shoes, sports shoes and sports socks are not available.

The Uniform Shop includes a second-hand clothing pool. Good quality second-hand items of St Mary's uniform are sold on a commission basis, or accepted as donations and sold at minimal cost.

THE COLLEGE UNIFORM

Girls Uniform Years 7 – 12

Summer

- Light blue socks.
- Black enclosed lace-up leather shoes.
- College hat.
- Blue checked College dress (Years 7 – 10).
- Checked six gore College skirt with two front inverted pleats (Years 11 – 12).
- Light blue blouse with Peter Pan collar (Years 11 – 12).

Winter – also College Formal Wear

- Light blue long-sleeved blouse
- Royal blue tie
- Navy V-necked jumper and/or College jacket.
- Navy blue stockings.
- Black enclosed lace-up leather shoes.
- College hat.
- Optional: Navy blue or black overcoat; navy blue or black gloves; navy blue or black scarves.
- Uniform blue six-gore College skirt with two front inverted pleats (Years 7 – 10).
- Checked six-gore College skirt with two front inverted pleats (Years 11 – 12).

Boys Uniform Years 7 – 12

Summer

- Light blue short sleeved shirt.
- Uniform grey cotton drill shorts.
- Short grey College socks with red and blue stripe tops.
- Black enclosed lace-up leather shoes.
- College hat.

Winter – also College Formal Wear

- Uniform blue long sleeved shirt.
- Uniform grey, cotton dress trousers.
- Grey College jumper, with red/blue stripe and/or College jacket.
- Short grey College socks with red and blue stripe tops.
- Black enclosed lace-up leather shoes.
- Red and blue College tie.
- College hat.

Notes:

- Dresses and skirts are to be worn to the knee when standing. Skirts may not be rolled at the waste.
- Socks must cover the ankles.
- Shorts should extend no lower than the knee.
- No designer labels to be seen nor Cargo style outer pockets on boys' shorts or trousers.
- In very cold weather, if the school jumper and jacket are not sufficient, boys or girls may wear a coat over the jumper and/or jacket. No sloppy joes may be worn except those approved by the Principal for Year 12. No hoodies or jackets may be worn.

- Shoes must be black, enclosed lace-up school shoes with hard leather uppers. Boots, platforms, soft leather, brand names or symbols are not permitted. It is expected that shoes will be clean and polished, with laces done up securely.
- Formal Wear – Students are required to wear their winter uniform for all formal occasions, especially when representing the College. On sporting occasions, students would normally be required to wear full sports uniform.
- Hats must be worn when students are in the sun at breaks or during lessons; only College hats (plain navy) are permitted – no beanies, caps or other headwear.
- Shirts (Summer) – It is expected that all buttons except the one at the neck be done up; if buttons are missing from a shirt, it should not be worn. The short sleeves on shirts should not be rolled up. Collars should be turned down.
- Shirts (Winter) – The collar button should be done up and the tie done up to the neck. If the button does not do up (ie. the shirt is too tight or the button is missing), it should not be worn. Collars should be turned down.
- Boys' shorts and trousers – Boys should pull their pants up to a respectable height so that underwear is not visible. Trousers should not be crumpled at the bottom.
- Clothing under the uniform – Students are welcome to wear other clothing under their school uniform provided that it is not normally visible. There should be no T-shirts visible at the neck and no protrusion of clothes from the sleeves or at the waist.

Sports/PE Uniform

Boys and Girls

- Navy College sports shorts with SMC embroidery.
- 2 tone blue sport shirt with College emblem.
- Plain white socks.
- Lace-up sports shoes.
- College tracksuit (when cold).
- College hat.
- College sports jumper.

Notes:

- It is expected that when students are representing the school at sport, they will wear the College sports uniform or the College uniform for the particular sport. Other track suits, tops, shorts, etc. are not permitted.
- Representative sportswear (eg. NIAS, CCC, Armidale Diocese) is not part of the College Sports Uniform.
- College Caps as supplied by the PDHPE Faculty may be worn in suitable sports or PE activities, if authorised by the teacher.
- Students may wear their sports uniforms on days specified by the College. This will be at least once per week and will include any day when a junior student has a PDHPE or PASS lesson. Students who cannot, for any reason, wear the sports uniform on the specified day must wear the full College uniform. The sports uniform will also be required for practical PE lessons. Teachers will provide advanced warning when this is required. Students who have practical PE in Period 1 only may wear the sports uniform to school and change into the normal school uniform after Period 1. Students who have practical PE in Period 5 may wear the sports uniform home.
- Sports shorts - No designer labels are to be seen and mesh basketball shorts are not permitted.

- Sleeves of sports shirts may not be rolled up.
- Track suits pants – Ankle zippers should be done up so that pants do not drag on the ground. Pants should not be rolled up.
- Sports shoes should be securely laced up. No skate shoes, rayban or canvas shoes may be worn as sports shoes. Shoes should not be in fluorescent colours or have coloured laces; shoes should, if possible be predominantly white.
- Clothing under the uniform – Students are welcome to wear other clothing under their sports uniform provided that it is not normally visible. There should be no t-shirts visible at the neck and no protrusion of clothes from the sleeves or at the waist.

STUDENT GROOMING

Hair

- Hair should be neat and tidy. In some cases, students may be asked to tie their hair back for safety or health reasons or for enhanced neatness.
- Hair Ribbons – Single colour - plain blue, white, red or maroon only. There should be no hair bands.
- Hair colour – Hair should be of a natural looking colour.
- Haircuts – There are to be no hair sculptures or extreme hair styles eg mohawks and mullets.
- Combs – Worn in the hair should be dark colours.
- All boys must be clean shaven at all times.

Jewellery – All students

- One only plain small silver or gold metal ring; no more than one pair of plain sleepers or studs (no more than one per ear); no other rings or studs are permitted; no chains or necklaces of any kind; one only plain bracelet.
- The College badge may be worn with the summer or winter uniform.

Finger Nails

- Students may not have their finger nails coloured. Clear polish may, however, be used for protective purposes.

Make-up

- No make-up is to be worn at any time.

Tattoos

- Students may not have visible tattoos, transfers, writing or drawing on their skin.

AMENDMENTS TO THE POLICY

Changes to the substance of the uniform may be made as the need arises, after appropriate consultation. Minor changes may be made by the College Executive, who will determine the level of consultation required. Major changes would need consultation with the student and parent bodies. Any amendments to this policy would be communicated by the re-issue of the total policy in its amended form.

INTERPRETATION OF THE POLICY

While the policy as stated here covers most eventualities, the College Executive reserves the right to interpret the policy as printed and in aspects which do not appear to be covered by the policy.

EXCEPTIONS TO THE POLICY

There are from time to time unavoidable situations in which a student is unable to wear the correct uniform for a short period of time. ***In such situations, the student is to have a note from the parents/carers explaining why the uniform is not worn and how long this exception will be required.*** Permission will only be granted for a period of days. If there are significant difficulties in relation to the uniform, then the Principal will need to be contacted. An exemption to aspects of the policy for an extended period may be granted on medical grounds; supporting documentation may be requested by the Principal.

BREACHES OF THE POLICY

Apart from these rare exceptions, if students are found in the incorrect uniform or appearance is unacceptable, they will be given a uniform breach and referred by teachers to the relevant Year Leader. Teachers and Year Leaders may also require remedial action to be taken immediately or within a specified period. ***Leaders will monitor the number of breaches and the following procedure will be followed:***

1. 3 breaches within a term will result in a lunchtime detention.
2. 3 further breaches will result in a second lunchtime detention and parents being contacted.
3. 3 further breaches will result in an internal suspension (1 day).
4. 3 more offences will result in a second internal suspension (2 days).
5. Should there be a continuous disregard for the Policy and procedures as outlined above, it becomes a matter of defiance.

REMEDIAL ACTION:

Teachers will require students to immediately attend to matters which can be quickly rectified. Examples include other garments worn under the uniform being visible at neck, sleeve or waist, make-up, excess jewellery (including piercings) or nail polish.

For some matters, such as inappropriate hair styles and colourings or skirts not of the specified length, students may be given a certain time by the Year Leader to rectify the situation. If the matter is not addressed by the given time, or if it is clear that it cannot be rectified within a reasonable time, the student may be required to stay home until the matter is rectified.

The support of the full College community – staff, students and parents/carers – will be required if we are to achieve the required standard.

ICT ACCEPTABLE USE POLICY

INTRODUCTION

St Mary's College is committed to the use of Information and Communication Technology (ICT) in supporting and enhancing teaching and learning opportunities.

The College has a duty of care to provide a safe and secure technological learning environment. This technology provides access to the College network and the Internet through such devices as Chromebooks, desktop computers, laptops, iPads, tablets and mobile phones. The use of this technology by students should always be responsible, legal, appropriate and for educational use. It also needs to be consistent with the Catholic values and goals of the College.

NETWORK

- Students will be issued with a logon and password at enrolment. Students must keep their password confidential at all times. If a student suspects their network password has been compromised, they should contact ICT Support to have their password changed.
- The College reserves the right to monitor user accounts. Such monitoring may include, but are not limited to, real-time monitoring of screen content, tracking of web page visits, viewing of sent and received emails, monitoring material downloaded from the internet, and scanning and viewing of files saved on their individual network shares and Google Drive.
- Students found attempting to violate or compromise the integrity of the College network could be guilty of a criminal offence in which case they will be dealt with accordingly.
- Each student is allocated space on the College network for storage of school related materials.
- If illicit, non-school related, or unnecessarily large files are found on a student's network share or Google Drive, the College reserves the right to delete such files.

INTERNET

- Students are responsible for all internet material accessed via their account.
- The internet connection is to be used for school research, assignments and other school related activities only.
- The College internet connection is not to be used to download material that is unrelated to school work.
- Students must not knowingly attempt to access unacceptable content. If a student encounters an unacceptable site, they must report it to their teacher, who will advise ICT Support.
- Students are prohibited from accessing or downloading social media sites. These include internet chat sites as well as social networking sites such as *Snapchat*, *Instagram* and *Facebook*.
- Students must not attempt to bypass the content filtering software.
- Students must not post their email address or subscribe to content on a web page external to St Mary's College, unless directed by their teacher.

EMAIL

- St Mary's College provides an email account for all users.
- Students are encouraged to exercise great care when creating email messages, being aware that once a message is sent it cannot be retrieved and the sender has limited control as to where the message may go. At all times students should use appropriate language and images. Emails should be polite and respectful in tone.
- Students are not to send unauthorised broadcast messages.

- Students are not to send messages containing private information about themselves or others.
- Students should not forward messages sent to them privately, without the permission of the sender.
- Email is not to be used for “spamming” or sending unsolicited “junk mail”, and must never contain inappropriate, abusive, or explicit content.
- Any user who feels uncomfortable about a message they receive or which they consider to be inappropriate must report it immediately to a staff member.

COPYRIGHT AND PLAGIARISM

- Students must respect the intellectual property rights of others and not copy and/or redistribute another person’s work. Students should be conscious of the provisions of the Australian Copyright Act (1968) and Copyright Amendment Act (2000). All texts, photographs, video clips, audio clips, music, movies, games and computer software are protected by copyright. Unauthorised copying, distribution or downloading of material may constitute breach of copyright.
- All sources must be properly referenced and acknowledged. Plagiarism (copying other people’s work and pretending it is yours) is a serious matter and is dealt with in the College assessment handbooks.

BRING YOUR OWN DEVICE

- Students must bring their own device, as specified by the college. Use of these devices in class will be at the direction of the class teacher. Security and maintenance of these devices is the students’ responsibility. The College accepts no responsibility in relation to damage or loss.
- Students are responsible to ensure their device is charged and in working order each day. The College provides no facility for charging.
- The College provides Chromebooks, desktop computers, iPads, and other technology for student use where their own device may not be appropriate or available. Tampering or vandalism of equipment may result in the student being banned from using College equipment.

MOBILE PHONES

- Mobile phones are an essential communication tool in a technological age.
- Students may bring a mobile phone to school. However, during school hours mobile phones may only be used with teacher permission and under teacher supervision. This also applies to recess and lunch times. For further information, please refer to the College’s Mobile Phone policy.
- Mobile Phones that are used in an unauthorised manner will be confiscated and given to the Year Level Leader for collection from Reception at the end of the school day. Refusal to hand over a phone when requested will be treated as a defiance issue under the College Discipline Policy.

HARASSMENT

- It is unacceptable for students to use technology to harass others. Any incidents of harassment will be investigated and dealt with under the College’s Bullying Prevention Policy.

PHOTOS

- It is unlawful to take photos of another person without their knowledge and permission. It is also unlawful to use technology to send or post photos of another person without their knowledge and permission. Unlawful acts will be reported to the relevant authorities. College authorities may also impose consequences for such serious violations of privacy.