

Uniform requirements

As the word “uniform” indicates, Blackburn High School has a distinctive outfit that is intended to identify those who wear it as members of Blackburn High School. It is an **unvarying outfit** and it is a “compulsory uniform”. It should be worn with pride and enrolment is conditional on compliance with the School’s uniform dress code.

The school uniform is an important part of a Blackburn High School education. We believe the uniform is a vital part of developing and maintaining our high standards. Wearing the school uniform correctly is important because it represents the pride and respect we have for the school and more importantly for ourselves. Attention to personal presentation develops habits of self-discipline and responsibility which are skills essential in a 21st Century education.

Below explains the set guidelines about student appearance and the following purposes were considered when developing these guidelines (in line with ‘Victorian Government Schools Reference Guide’);

- Allowing all students to feel equal
- Ensuring that students’ appearance reflects the expectations of their community
- Enhancing the profile, image or identity of the school and its student within the wider community
- Preparing students for the expectations of workplaces
- Encouraging students to present themselves appropriately for a particular role and develop pride in their appearance.

Academic Uniform

Students are expected to abide by the uniform rules set by school council and outlined in the student diary. Any student not in the correct uniform requires a note from the parent explaining the reason for being out of uniform, and the timeframe in which the problem will be corrected.

Students out of uniform will then be issued with a paper uniform pass by their mentor teacher, which is then also entered into the student’s Xuno by the mentor teacher for a record. The pass must be carried by the student at all times and explain exactly the reason for being out of uniform and the timeframe the pass is valid for. Generally, a pass can only be issued for one week before a further note is required. Mentor teachers should give the uniform explanation note to the House Administration Assistant for filing.

Students who are out of uniform without a satisfactory note are still to be given a uniform pass (for that day only) and issued with a detention by the mentor teacher. **Email House Administration Assistant or write a note on the roll for a detention to be issued. Please make sure you state uniform as the reason.**

If a student is out of uniform without a pass during the day, they should be reported to the relevant mentor teacher. The mentor teacher should issue a lunchtime detention on the subsequent school day after discussing the breach with the student.

Specific uniform procedures are in this document.

Sport Uniform

Years 7-9 students may wear their sport uniform all day on the day of the week that they have their sport classes. Sport days are published on the top of the Mentor Group Daily Notices. The sport uniform must be the correct sport uniform as outlined in the diary, including correct coloured socks and shorts or track pants with school logo. If a student cannot wear the correct sports uniform, then they are to wear the academic school uniform and change for sport at the start of their class.

Year 10-12 students should never be in PE uniform in Mentor Group unless communicated by the relevant staff member.

Students who are out of uniform without a satisfactory note are still to be given a uniform pass (for that day only) and issued with a detention by the mentor teacher. **Email House Admin Assistant or write a note on the roll for a detention to be issued. Please make sure you state uniform as the reason.**

Music Uniform

PERFORMANCE UNIFORM:

The music performance uniform is work for all concert performances. We regard our onstage presentation as a very important aspect of representing Blackburn High School in the local and wider community.

Junior & Intermediate Dress

Concert Band, Junior Band, Novice Band, Junior String Orchestra, Quattro Strings, Junior Stage Band, Intermediate Stage Band, Concert Choir

Male:

- Black cotton shirt, black trousers, black shoes, black socks
- Boys are to wear shirts tucked in

Female:

- Black cotton shirt: preferred 'fitted with $\frac{3}{4}$ sleeves, black pants (no leggings) or skirt (below knee when seated), black shoes, black socks or stockings

Senior Dress

Symphonic Band, Symphony Orchestra, Chamber Choir, Senior Stage Band

Male:

- Black Suit (or Dinner Suit), white shirt, black bow tie, black shoes, black socks
- Hair: Long hair to be tied back with a all-black hair accessories

Female:

- Dress Style: formal, modest, below the knee when seated. Opaque black material (no t-shirt material)
- Neckline: no cleavage, black undergarments to be worn
- Arms: may be sleeved or sleeveless, but must have at least three-fingers width straps across the shoulder
- Hosiery: black
- Shoes: may be open or closed black evening shoes. Heels must be practical onstage/backstage steps or outdoor conditions
- Hair: Long hair to be tied back with a all-black hair accessories
- Jewellery: Modest use of jewellery is permitted

Uniform Procedures

8.30am - 9.00am

1. Student arrives at school in the uniform
2. Student attends mentor group
3. Mentor teacher praises students wearing the correct uniform.

8.30am - 9.00am

1. Student arrives at school in incorrect uniform.
2. Staff member discusses the uniform breach with the student.
3. Record the breach on the student's Xuno portal – incidents and uniform breach.
4. The mentor teacher will:
 - a. Discuss a uniform breach with their mentor student. If a student has a note from a parent, issue a uniform pass and give the note to the House Administration Assistant for filing.
 - b. Incorrect uniform in mentor group - ask the student to remove the garment (and still issue a detention) or give them a uniform pass if the child cannot remove the garment (and issue a detention).
 - c. Receive notification about the uniform breach from the student's Xuno portal – incidents and uniform breach.
 - d. Discuss the breach with the student.
 - e. Provide the student with a uniform pass if required.
 - f. Issue a lunchtime detention on the day or following school day. Notify the House Administration Assistant to place the student on the event. If a student misses a lunchtime detention, they will be placed on a house Monday after-school detention. If the student misses the house Monday after-school detention, they will be placed on an Assistant Principal detention.

9.05am – 3.15pm.

1. Monitor student uniform in your class and during lunchtime.
2. Discuss uniform breaches when required. Students out of uniform should show the teacher their uniform pass.
3. If a student does not have a printed uniform pass, they will be issued a lunchtime detention.
4. Record the breach on the student's Compass chronicle when time permits that day.
5. The mentor teacher will:
 - a. Receive notification about the uniform breach from the student's Xuno portal – incidents and uniform breach.
 - b. Discuss the breach with the student.
 - g. Issue a lunchtime detention on the day or following school day. Notify the House Administration Assistant to place the student on the event.
 - c. Provide the student with a uniform pass.

Additional points

1. Students can wear a water-proof jacket to and from school when the weather forecast is predicted to be wet.
2. Students are expected to wear their blazer:
 - a. As the outer garment. This may be over the shirt, dress and/or jumper.
 - b. To a school assembly when the weather conditions are not hot.
3. Students are **not** expected to wear their blazer:
 - a. All the time. When weather conditions are cooler, they can wear their blazer as the outer garment.
 - b. When actively playing sport.
 - c. In classrooms. They can place their blazer on the back of the
4. If the student continues to make a uniform breach, take the jacket, hoodie or windcheater from the student and inform them to collect the garment from you at the end of the day.
5. Uniform pass issued for a maximum of one week.
6. At times due to wellbeing circumstances, a uniform pass will be issued to support the student with their wellbeing. A pass will be provided for them.

Uniform breaches

Uniform breach 1.

The child's mentor teacher will:

- Discuss the breach with the child.
- Inform the child about the 2nd breach step.
- Record the breach on the student's Xuno portal – incidents and uniform breach.
- Issue a lunchtime detention on the day or following school day. Notify the House Administration Assistant to place the student on detention.

Uniform breach 2.

The child's mentor teacher will:

- Discuss the breach with the child.
- Inform the child about the 3rd breach step.
- Record the breach on the student's Xuno portal – incidents and uniform breach.
- Liaise with their Assistant House Leader/House Leader about the uniform breach.

Additional actions include:

- The Assistant House Leader/House Leader will issue a house Monday after-school detention. They will notify the House Administration Assistant to place the student on the detention.
- The House Administration Assistant will email the child's parents/guardians using the detention email template. They will also place the detention details on Pulse.

Uniform breach 3.

The child's mentor teacher will:

- Discuss the breach with the child.
- Inform the child about the 4th breach step.
- Liaise with their Assistant House Leader/House Leader about the uniform breach.

Additional actions include:

- The Assistant House Leader/House Leader will issue an Assistant Principal detention. They will notify the House Administration Assistant to place the student on the detention.
- The House Administration Assistant will email the child's parents/guardians using the detention email template. They will also place the detention details on Pulse.
- The Assistant House Leader or House Leader will telephone the child's parents/guardians to resolve the matter and outline the loss of a privilege and strategies to address ongoing breaches.

Uniform breach 4.

The child's mentor teacher will:

- Discuss the breach with the child.
- Liaise with their Assistant House Leader/House Leader about the uniform breach.

Additional actions include:

- An Assistant Principal or an LSIT member in the House, or the House Leader will telephone the child's parents/guardians to resolve the matter and outline the loss of a privilege and strategies to address ongoing breaches.

Ongoing uniform breaches.

The child's mentor teacher will:

- Discuss the breach with the child.
- Liaise with their Assistant House Leader/House Leader about the uniform breach.

Additional actions include:

- The Assistant House Leader/House Leader will issue an Assistant Principal detention. Notify the House Administration Assistant to place the student on the detention.
- The House Administration Assistant will email the child's parents/guardians using the detention email template. They will also place the detention details on Pulse.
- The Assistant Principal or House Leader will work with the student and parents to discuss the breach, strategies to address ongoing breaches and outline the loss of a privilege.