



TOWNSEND

CHURCH OF ENGLAND SCHOOL

Uniform and Equipment Policy

Last reviewed	September 2025	Next review	September 2026
Review period	Annually	Headteacher Signature: Anthony Flack	<i>Anthony Flack</i>

Document Control

Date modified	Description of modification	Modified by
16/09/2024	Minor changes to section 4 including: <ul style="list-style-type: none">• Reference to the Uniform/ Equipment page on the website• New statement for the hairstyle• Appendix 1 – New equipment list	LTH
19/09/2024	Minor changes to guidance on coat, jewellery and equipment.	LTH/ KBR

Contents

1. Introduction	4
2. Our school's legal duties under the Equality Act 2010	4
3. Limiting the cost of school uniform.....	4
4. Expectations for school uniform.....	5
4.1. Student Uniform.....	5
4.2. Physical Education Uniform.....	6
4.3. Additional Guidance	6
4.4. Equipment.....	7
5. Expectations for our school community	7
5.1. Pupils	7
5.2. Parents and carers	8
5.3. Staff.....	8
5.4. Governors.....	8
6. Links to other policies	8

1. Introduction

At Townsend, our vision 'Achievement For All, Respect For All' is underpinned by the concept of 'Love your neighbour' from the story of the Good Samaritan, Luke 10:25-37. We value everyone, and show love and respect for ourselves and others, setting high standards and supporting each other so that we can all flourish. The concept of 'love your neighbour' is taught in three strands:

1. Love your neighbour – treat others as you would wish to be treated yourself
2. Love yourself – self-care is important, look after yourself physically, mentally and spiritually
3. Love the journey – whether academic or personal, Townsend supports everyone's journeys to enable you to flourish individually and collectively

This policy aims to:

- Set out our approach to requiring a uniform that is of reasonable cost and offers the best value for money for parents and carers
- Explain how we will avoid discrimination in line with our legal duties under the Equality Act 2010
- Clarify our expectations for school uniform

2. Our school's legal duties under the Equality Act 2010

The Equality Act 2010 prohibits discrimination against an individual based on the protected characteristics, which include age, sex, disability, race, religion or belief, pregnancy and maternity, and gender reassignment.

To avoid discrimination, our school will:

- Avoid listing uniform items based on sex, to give all pupils the opportunity to wear the uniform they feel most comfortable in or that most reflects their self-identified gender
- Make sure that our uniform costs the same for all pupils
- Allow all pupils to have long hair (though we reserve the right to ask for this to be tied back)
- Allow all pupils to style their hair in a way that is appropriate for school and makes them feel most comfortable
- Allow pupils to request changes to swimwear for religious reasons or if they are experiencing discomfort related to their sex, gender or gender reassignment
- Allow pupils to wear headscarves and/or other religious garments
- Allow pupils with sensory or physical needs to make reasonable adaptations to their uniform depending on their specific needs
- Allow for reasonable adaptations to our policy on the grounds of equality by asking pupils or their parents to get in touch their Director of Learning for year via the school office (admin@townsend.herts.sch.uk), who can answer questions about the policy and respond to any requests. These will be considered on a case-by-case basis

3. Limiting the cost of school uniform

Our school has a duty to make sure that the uniform we require is affordable, in line with statutory guidance from the Department for Education on the cost of school uniform.

We understand that items with distinctive characteristics (such as branded items, or items that have to have a school logo or a unique fabric/colour/design) cannot be purchased from a wide range of retailers and that requiring many such items limits parents' ability to 'shop around' for a low price.

We will make sure our uniform is available at a reasonable cost and provides the best value for money for parents/carers. We will do this by:

- Carefully considering whether any items with distinctive characteristics are necessary
- Limiting items with distinctive characteristics to low-cost and/or long-lasting items, such as ties
- Avoiding specific requirements for items pupils could wear on non-school days, such as coats, bags and shoes
- Keeping the number of optional branded items to a minimum, so that the school's uniform can act as a social leveller
- Avoiding different uniform requirements for different year/class/house groups
- Avoiding different uniform requirements for extra-curricular activities, with the exception of PE activities
- Considering alternative methods for signalling differences in groups for interschool competitions, such as creating posters or labels
- Making sure that arrangements are in place for parents to acquire second-hand uniform items
- Avoiding frequent changes to uniform specifications and minimising the financial impact on parents of any changes
- Consulting with parents and pupils on any proposed significant changes to the uniform policy and carefully considering any complaints about the policy.

4. Expectations for school uniform

At Townsend Church of England School we believe that wearing a smart uniform underpins our school identity and strengthens our feeling of community. Attending school, dressed smartly in a school uniform, is the foundation of our high standards in all aspects of school life, supporting a positive work ethic and promoting good conduct and behaviour, in and around school.

Students in Years 7 – 11 are expected to wear the full school uniform from the uniform list below. When considering the PE kit, students should choose to wear the items from either PE Kit A or PE Kit B.

Uniform items can be purchased from: **Stevensons, 131 – 135 Victoria Street, St Albans.**

If you buy items from another shop, please check that you have exactly the same design and colour. If you are unsure whether a style or item will be acceptable, please ask before purchase. We thank parents/carers in advance for actively supporting our uniform expectations.

4.1. Student Uniform

Blazer	Purple, with badge from suppliers – compulsory for all pupils in Years 7 to 10 – to be worn all day in school and to and from school. Year 11 – Black standard school style, not fashion or fitted style
Tie	School design from suppliers worn at all times with a skirt or trousers.
Jumper (Optional)	Grey V-neck jumper with school trim from suppliers or plain black V-neck jumper. No hoodies, zip-ups, emblems or round neck jumpers.
Trousers	Plain black traditional school fabric trousers. Tight-fitting (skinny) school trousers, jean-style, flares, leggings, culottes, shorts or tracksuit bottoms are not acceptable.

Skirt	Plain black school skirt, which must be pleated. Elasticated (e.g. tube/bodycon), pencil or skater-style skirts are not acceptable. All skirts must be of an appropriate length.
Shirt	White school shirt with standard closed collar and top button.
Socks	Plain black ankle socks or black tights. No knee length socks. It is not acceptable to wear socks or leg-warmers over tights.
Shoes	Plain black smart leather shoes with enclosed heel and toe, any laces should be black. Boots, trainers or trainer-style shoes (Including Air Force 1s), plimsolls, platform soles, or heeled shoes are not acceptable. Please seek advice before purchasing if unsure.
Coat	Coats should be plain, neutral styles. No suede, leather or denim jackets, fleeces or hooded tops.
Cyclists only	A reflective band or jacket and a cycle helmet.
School Bag	Suitable for carrying equipment and/or books.

4.2. Physical Education Uniform

PE Kit A

- Black open collar polo sports shirt with school badge (from suppliers)
- Purple skort (from suppliers) or plain black game shorts
- Plain black tracksuit bottoms or sports leggings
- Plain black jumper with school badge (from suppliers) or plain black jumper **without** a hood
- Trainers (plimsolls and Converse-style shoes are not allowed)
- Football boots and shin pads
- Swimming: Plain black one-piece swimming costume
- **Optional:** Sports jacket with school logo (from suppliers)
- **Optional:** Purple football socks (from suppliers)

PE Kit B

- Black polo sports shirt with school badge (from suppliers) or Rugby shirt with school logo (from suppliers)
- Plain black game shorts
- Plain black tracksuit bottoms
- Plain black jumper with school badge (from suppliers) or plain black jumper **without** a hood
- Trainers (plimsolls and Converse-style shoes are not allowed)
- Football boots and shin pads
- Trainers (plimsolls and Converse-style shoes are not appropriate and not allowed)
- Swimming – Plain black swimming trunks or swimming shorts with lining
- **Optional:** Sports jacket with school logo (from suppliers)
- **Optional:** Purple football socks (from suppliers)
- **Optional:** Mouth guard (advisable for some activities)

4.3. Additional Guidance

School uniform should be worn correctly at all times, both in and out of school. Shirts should be tucked in, top buttons done up, and ties worn correctly. We strongly advise that all articles, including bags, be clearly marked with the student's name. If an incorrect uniform is worn, students will be given something from our uniform store to wear for the day.

Jewellery

Students may wear a watch and one small stud earring in each ear. All jewellery must be removed for PE lessons. No facial piercings or piercings elsewhere (e.g. nose, tongue or eyebrow) are permitted. If a student chooses to have such a piercing, then this must be planned with sufficient time so that it can be removed before coming into school. Students are not permitted to cover piercings with plasters.

Make-up

We would prefer students not to wear make-up, but discreet and natural facial make-up is allowed. However, false eyelashes (of any type), lipstick, lip-gloss and coloured nail varnish (including false/acrylic nails), vibrant make-up, e.g. intense make-up, are not acceptable. Students will be required to remove makeup that is not discreet.

Hair

Hair must be appropriate for a smart office environment. We realise that this can be interpreted differently according to culture and ethnicity, and are happy to accept and value all kinds of smart as long as these are consistent with the Headteacher's final judgement. We follow the [Halo Code](#). If worn short, hair may have a gradual fade but should not be stepped. If short hair is worn the same length all over, it may be no shorter than grade 2. Hair should be of a natural colour. No patterns or tramlines should be shaved into the hair or the eyebrows. For practical activities, long hair should be fastened or tied back. Hair ornaments should not be worn. Hair bands must be plain and either purple, black, white or navy.

4.4. Equipment

The Uniform and Equipment list is available on our website: <https://townsend.herts.sch.uk/uniform-equipment/>

Students must ensure they are equipped for school every day. iPads are a compulsory part of the equipment for all year groups, and students are expected to arrive at school with their iPad charged to at least 60% each day. In addition, students should bring the appropriate exercise books or folders, as well as any specialist items such as PE kits or ingredients for cooking lessons.

All students are expected to have a well-stocked pencil case containing:

- black or blue pens for writing (plus spares)
- pencils
- rubber
- sharpener
- ruler
- highlighters
- colouring pencils
- glue stick

Students will also need a mathematics set and a scientific calculator for relevant lessons, and they should carry a reading book for independent or designated reading time. Students are encouraged to bring a bottle of water to stay hydrated throughout the day. They may also need to provide a padlock for their locker.

5. Expectations for our school community

5.1. Pupils

Pupils are expected to wear the correct uniform at all times (other than specified non-school uniform days) while:

- On the school premises
- Travelling to and from school

- At out-of-school events or on trips that are organised by the school, or where they are representing the school (if required)

5.2. Parents and carers

Parents and carers are expected to make sure their child has the correct uniform and PE kit, and that every item is:

- Clean
- Clearly labelled with the child's name
- In good condition

Parents are also expected to contact their Director of Learning Year via the school office (admin@townsend.herts.sch.uk), if they want to request an amendment to the uniform policy in relation to:

- Their child's protected characteristics
- The cost of the uniform

Parents are expected to lodge any complaints or objections relating to the school uniform in a timely and reasonable manner.

Disputes about the cost of the school uniform will be:

- Resolved locally
- Dealt with in accordance with our school's complaints policy

The school will work closely with parents to arrive at a mutually acceptable outcome.

5.3. Staff

Staff will closely monitor pupils to make sure they are in correct uniform. They will give any pupils and families breaching the uniform policy the opportunity to comply, but will follow up with the headteacher if the situation doesn't improve.

Ongoing breaches of our uniform policy will be dealt with by the following the school's behaviour management policy.

In cases where it is suspected that financial hardship has resulted in a pupil not complying with this uniform policy, staff will take a mindful and considerate approach to resolving the situation.

5.4. Governors

The governing board will review this policy and make sure that it:

- Is appropriate for our school's context
- Is implemented fairly across the school
- Takes into account the views of parents and pupils
- Offers a uniform that is appropriate, practical and safe for all pupils

The board will also make sure that the school's uniform supplier arrangements give the highest priority to cost and value for money, for example by avoiding single supplier contracts and by re-tendering contracts at least every 5 years.

6. Links to other policies

This policy is linked to our:

- Behaviour and Behaviour management policy
- Equality information and objectives statement
- Anti-bullying policy
- Complaints policy