School Uniform Policy

Statement of intent

The Free School Norwich is committed to promoting equality and value for money, and to ensuring that no pupil is discriminated against due to their religion or belief, economic circumstances or social and cultural background. This policy contains provisions to meet these objectives.

This policy has been created with health and safety, value for money and practicality at its heart. It has been designed to ensure pupils wear clothing conducive to a successful learning environment.

It is important that our pupils feel a sense of belonging, pride and community through a smart and practical uniform. We believe a uniform allows all pupils, regardless of background, to feel equal to their peers and confident in their appearance. We also believe it is important for activities to be facilitated by specialised and appropriate clothing such as sports-specific attire.

Legal framework

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

- Education and Inspections Act 2006
- Education Act 2011
- Human Rights Act 1998
- Equality Act 2010
- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018

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

- DfE (2021) 'School Admissions Code'
- DfE (2025) 'Cost of School Uniforms' (Statutory Guidance)
- DfE School Uniforms: Guidance for Schools (updated 2026)

This policy operates in conjunction with the following school policies:

- Disability, Equality and Accessibility Policy
- Behaviour Management Policy
- Health and Safety Policy

Roles and responsibilities

The Board of Trustees is responsible for:

- Establishing, in consultation with the Principal and school community, a practical and smart school uniform that accurately reflects the school's vision and values.
- Ensuring that equal opportunities are considered regarding the school's uniform and that no person is discriminated against.
- 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.
- Processing and approving all eligible School Uniform Assistance Application Forms.

The Principal 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.

Teachers are responsible for:

- Ensuring that pupils dress in accordance with this policy at all times.
- 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 Principal if their child requires a more relaxed uniform policy for a period of time, including why.
- Ensuring that their child's uniform is clean, in good condition, presentable and the correct size.
- Ensuring that children are not wearing jewellery unless they are stud earrings.
- Ensuring that their child's uniform is clearly named.

Pupils are responsible for:

- Wearing the correct uniform at all times, unless the Principal 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.

Cost and availability

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

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 its uniform supplier to obtain the best value for money possible. Any savings negotiated are passed to parents where possible.

The school does not enter into cash-back arrangements.

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

Where wholesale changes are required, the school ensures that assistance is provided to parents struggling to meet the associated costs.

Religious clothing

Some religions and beliefs require their members to conform to a specific dress code. The school does not discriminate against any religion or belief; however, the school weighs the needs and rights of individual pupils against the cohesion and health and safety concerns of the entire school community.

The school endeavours to allow religious requirements to be met where possible.

Parents' concerns and requests regarding religious clothing are dealt with on a case-by-case basis by the Principal and Board of trustees, and always in accordance with the school's Complaints Policy.

Equality

The school is required to ensure that this policy does not discriminate unlawfully. Every step has been taken to ensure that the cost of girls' and boys' uniforms are not disproportionate. The school endeavours to ensure that our uniform is as inclusive as possible.

Complaints and challenges

The school endeavours to resolve all uniform complaints and challenges locally and informally, in accordance with the school's Complaints Policy. To make a complaint, parents should refer to the Complaints Policy and follow the stipulations outlined. Trustees are willing to consider reasonable requests for flexibility to allow a pupil to accommodate particular medical or social and cultural circumstances.

School uniform supplier

Our school uniform supplier is:

Stevensons
67 Ber Street, Norwich
Tel: 01603 622355
Website: www.stevensons.co.uk
Our school uniform supplier accepts school uniform assistance vouchers.

Uniform assistance

The school supports vulnerable families in meeting the costs of uniforms. School uniform assistance is provided via a voucher worth £50 that can be spent on school clothing. To claim school uniform assistance, parents should be eligible for Free School Meals. Families who meet the criteria should complete the School Uniform Assistance Application Form at the end of this policy and return it to the school office. The budget for the school uniform assistance scheme comes from pupil premium funds. Eligibility is determined by checking original documents from the relevant authority, detailing receipt of the benefit and the address of the pupil. One application can be made at any time per academic year.

Non-compliance

If a child attends school without the correct uniform, a call will be made to parents to ascertain the reason why. The Principal, or a person authorised by the Principal, is permitted to ask a parent to collect their child from school and take them home to remedy breaches to the school's uniform. Where a pupil has been sent home to rectify uniform breaches, providing the amount of time taken is reasonable, the absence will recorded as 'authorised'. If a pupil repeatedly breaches uniform rules, or takes longer than necessary to rectify the absence, the absence is counted as 'unauthorised'. Where a parent repeatedly fails comply with the school's uniform policy, the Principal is permitted to temporarily exclude the pupil until the issue is rectified. However, this sanction will only be used in extreme cases. Parents will be notified in all cases.

The uniform

The school uniform is as follows (some items are only available from Stevensons):

- Black blazer with school logo on the breast pocket (Stevensons)
- School tie (Stevensons)
- A choice of Grey V-neck pullover with yellow banding (Stevensons) or plain grey V-neck pullover
- White long or short sleeved plain shirt
- School kilt (Stevensons) or plain grey skirt
- Yellow summer dress
- Mid-grey trousers or shorts
- Black shoes (no boots or trainers)
- School book bag or back pack (Stevensons)
- Plain dark coat (preferably black)

The school PE kit is as follows:

- School yellow sports top (Stevensons)
- School black sports shorts
- School black sports socks
- Trainers
- Black tracksuit bottoms
- School logoed black zippy / fleece jacket (Stevensons)

Parents are responsible for ensuring their child wears their full PE kit to school when needed.

Sensible plain black shoes must be worn by both boys and girls. Trainers are only permitted to be worn on PE days with the full PE kit.

Jeans, leggings, jeggings, cargo shorts, culottes, bootleg / flared / cropped trousers, embroidered, jersey or any other style of fashionable trousers are not permitted to be worn.

Jewellery

The only permitted jewellery that may be worn is:

- One pair of small stud earrings
- All jewellery must be removed by parents before school on PE days.

Hairstyles

The school reserves the right to make a judgement on the suitability of pupils' hair and appearance. Extreme hairstyles, such as mohawks, razor patterned or brightly coloured hair are not permitted. Pupils with what could be deemed extreme hairstyles may be exempt from the rule above on racial or religious grounds, taking into consideration each individual pupil's scenario. Pupils with long hair must ensure that this does not impede their vision, cover their face or provide a health and safety risk. Long hair must be tied up during practical lessons, e.g. during PE. Bandana style headbands and flowers / bows or excessive hair accessories are not permitted to be worn. Plain hair clips and yellow or black hair bands are acceptable. Hair extensions are not permitted.

Make-up

Make up is not permitted to be worn in school, although there may be exceptions to the above in extreme circumstances. At the Principal's discretion, e.g. a pupil may be permitted to cover heavy scarring / skin damage.

Labelling

All pupils' clothing and footwear must be clearly labelled with their name. Any lost clothing will be taken to the lost property box in the school office. All lost property is retained for one term and is disposed of if it is not collected within this time.

Approval level: School
Policy Approved: January 2026
Policy Review Date: January 2028

School Uniform Assistance Application Form

Children who attend The Free School Norwich are eligible for school uniform assistance if they receive FSM. This scheme is open to children in Years R - 6. The allowance is for buying suitable school wear and is paid once per academic year.

Part 1: Details of parent

Your full name:	
Title:	
Gender:	
Date of birth:	
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

- This is my claim for school uniform assistance.
- I declare I am the parent of the child/children 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 GDPR and Data Protection Act 2018. A copy of the school's registration is held for inspection.

Your signature: _____ Date: _____

What happens next?

If you apply for school uniform assistance and qualify, a £50.00 voucher will be sent to you for each of your children. If you do not qualify for the payment, we will let you know by letter or phone and explain why.

Please return this completed form to the school office.