



Watford Grammar School for Girls

School Uniform Policy

This policy adopted by Board of Governors	November 2023
Next review date	November 2024
Committee Responsible	Curriculum
Not Statutory	

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1. Purpose, Scope and Principles

The purpose of the policy is to provide a framework for the Governors and Headmistress 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 and clarify our expectations for school uniform.

This procedure applies to all students.

Key Principles of the policy supports the ethos and values of Watford Grammar School for Girls to:

- Foster the community ethos of the school
- Encourage a sense of equality and cohesion
- Protect students from social pressures to dress in a particular way
- Ensure that students of different social, religious and ethnic groups feel welcome
- Support achievement and teaching and learning
- Provide a safe and secure environment in which students learn how to dress appropriately.

2. Legislation and Guidance

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

To avoid discrimination, our school will:

- Avoid listing uniform items based on sex, to give all students 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 students
- Allow all students to have long hair (though we reserve the right to ask for this to be tied back)
- Allow all students to style their hair in the way that is appropriate for school yet makes them feel most comfortable
- Allow student to request changes to swimwear for religious reasons
- Allow student to wear headscarves and other religious symbols
- Allow for adaptations to our policy on the grounds of equality by asking student or their parents to get in touch with their Head of Year, who can answer questions about the policy and respond to any requests

This policy is linked to our:

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

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
- 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 any items with distinctive characteristics where possible.
- Limiting items with distinctive characteristics to low-cost or long-lasting items, such as the school blazer
- Considering cheaper alternatives to school-branded items, such as the school badge being bought separately and sewn onto non branded items.
- Avoiding specific requirements for items student 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 groups
- Avoiding different uniform requirements for extra-curricular 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 student on any proposed significant changes to the uniform policy and carefully considering any complaints about the policy

Every two years we will carry out a benchmarking exercise with three other local and similar schools to ensure the uniform costs remain equitable and as such will not be a limiting factor to potential applicants and pupils. See [Appendix 3](#) for Benchmarking exercise.

4. Uniform Expectations

The details of the uniform expectations for September 2024 can be found in [Appendix 1](#). The uniform for September 2024 can be found in [Appendix 2](#).

5. Where Uniform can be purchased

Items not displaying the school crest can be bought from any provider. Badges for blazers can be bought in the school shop. DJ Uniforms is able to sew a school badge onto suitable skirts for a small fee.

The school has also established relationship with local Uniform Suppliers to provide items with the school crest:

- DJ Uniforms: <https://djuniforms.co.uk/watford-grammar-school-for-girls/>
- Beats Uniform: https://beatschooluniforms.co.uk/schools/watford_grammar_school_for_girls/

The preferred suppliers undergo a tender process periodically to ensure value for money, the range and quality of available items and accessibility for families. Details can be found in Appendix 4.

The school also manages a **Sustainable Uniform Shop**. Parents can donate unwanted items by placing them in a box in the school reception. Items can be ordered using the following link found on

the school website:

https://forms.office.com/Pages/ResponsePage.aspx?id=TB_FoE7fSEaBU6Ls4yH0S_ZQJDqjJpAoNrmFQZCVh1UNE8wNTA1QUU4U1ZQMIZaTTIyU1M5NEdVTy4u

6. Supporting the purchase of uniform

The school can support families who are not able to afford uniform items in the following ways:

6.1. Families eligible for Pupil Premium Funding and/or Free school meals

Families who are eligible for Pupil Premium Funding and / or Free school meals should contact Miss Holes k.holes@watfordgirls.herts.sch.uk

6.2. Students eligible for Sixth Form Bursary

Sixth Form students who are eligible for the Sixth form Bursary should contact the Sixth Form Administration: sixthform@watfordgirls.herts.sch.uk

6.3. Other

Families that are not able to afford uniform items but are not eligible for either of the above should contact the Head teacher via admin@watfordgirls.herts.sch.uk

7. Expectations for our school community

7.1. Students

Students 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)

Students are also expected to contact their Head of Year if they want to request an amendment to the uniform policy in relation to their protected characteristics.

Ongoing breaches of our uniform policy will be dealt with by the Head of Year. Any student refusing to comply can be referred to the Headteacher. A student may be sent home to change into the correct uniform or isolated from lessons until they are able to comply.

7.2. 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 the following if they want to request an amendment to the uniform policy in relation to:

- Their child's protected characteristics: relevant Head of Year
- The cost of the uniform: see items 6

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.

7.3. Staff

Staff will closely monitor students to make sure they are in correct uniform. Form tutors should make a visual check during morning registration. They will give any students and families breaching the uniform policy the opportunity to comply, but will follow up with the Head of Year if the situation doesn't improve.

Ongoing breaches of our uniform policy will be dealt with by the Head of Year. Any student refusing to comply can be referred to the Headteacher. A student may be sent home to change into the correct uniform or isolated from lessons until they are able to comply.

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

7.4. Trustees

The trustee 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 students
- Offers a uniform that is appropriate, practical and safe for all students

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 periodically.

8. Monitoring arrangements

This policy will be reviewed every 2 years by the Headteacher. At every review, it will be approved by Curriculum Committee.

Appendix 1: School Uniform from September 2023

YEARS 7 - 11

FOR ALL FIVE YEARS:

- Navy blue traditional blazer with school badge on breast pocket. The badge is compulsory. (Separate blazer badges for sewing onto blazers can be purchased from the school shop)
- Gold fitted open neck blouse, with or without school crest. (*Not PE or T shirt*).
- Knitted navy blue V-neck jumper, with school crest.
- Smart, dark navy blue pleated knee length skirt or trousers (see below).
- Trousers should be straight-legged, hemmed and end at the ankle. Jeans style, denim, corduroy trousers, legging or trousers which are tight on the leg, are not permitted.

SIXTH FORM

COMPULSORY AT ALL TIMES, jackets must be worn at all formal occasions.

- Black suit, consisting of
 - short or mid-length jacket
 - black tailored skirt, of appropriate length.
 - or trousers which are straight-legged and hemmed. Jeans style, leggings, denim, corduroy trousers, or trousers which are tight on the leg, are not permitted.
 - white, fitted open neck blouse, preferably with school crest.

OPTIONAL:

- A black knitted jumper that can worn under the jacket, preferably with the school crest, however it must not have writing or logos and no hooded tops permitted.

WHOLE SCHOOL

Tights:	Natural, navy blue or black. No patterns
Socks:	Plain white, navy blue or black. May not be over the knee.
Shoes:	School shoes should be black or navy leather/leather-look, flat or have a low heel and logo-free. The style should be traditional, fully fitted to the foot which is suitable and safe for a busy working environment. Specific styles that are not permitted include: <ul style="list-style-type: none"> • Styles that appear to be more like sports trainers than professional black shoes. • Boots or ankle boots. • Suede shoes. • Styles that have more than one Velcro fastening. • Styles with obvious logos or branding. • Elaborate buckles or decorations or patterns.
Jewellery:	Jewellery is not allowed, except one pair of unobtrusive earrings, studs or sleepers per ear. Nose studs, and other facial and body piercings, are not permitted. An item of religious significance may be worn discreetly and safely.
Make-up / Nail Varnish	Not permitted in Year 7 to 11. Discrete only in the Sixth Form. False nails are not permitted in any year group.
Hair	Hair must be of a natural colour
Head coverings	Plain navy blue or black only.

Outdoor clothing, including boots, must not be worn in lessons or as a replacement for the blazer or jacket.

School PE Kit (Y7 – 11)

Compulsory kit displaying school crest:

Yellow/blue polo top Shorts Skort Hoodie or track jacket

Other compulsory items:

White socks Blue socks Trainers Shin pads Football boots Mouth guard Swimsuit (navy blue) Swim hat Goggles Towel

What to Wear When:

Activity	Top	Bottoms	Socks and Footwear	Additional items	Optional Kit
Netball	Yellow/blue polo top	Blue skort	White socks and trainers		School Hoodie or track jacket and tracksuit bottoms. WGGs leggings and base layers worn under kit.
Hockey	Yellow/blue polo top	Blue skort	Blue hockey socks and football boots	Mouth guard Shin pads	School Hoodie or track jacket and tracksuit bottoms. WGGs leggings and base layers worn under kit.
Gymnastics and Trampolining	Yellow/blue polo top	Blue shorts	White socks and trainers		WGGs leggings may be worn instead of shorts. School tracksuit bottoms may be worn for trampolining.
Dance	Yellow/blue polo top	Blue shorts	None (shoes must be worn from the changing rooms to the venue)		WGGs leggings may be worn instead of shorts.
Swimming	Navy blue swim suit		None	Swimming hat. Goggles Towel	
Badminton	Yellow/blue polo top	Blue shorts	White socks and trainers		
Football	Yellow/blue polo top	Blue shorts	Blue hockey socks and football boots	Shin pads	School Hoodie or track jacket and tracksuit bottoms. WGGs leggings and base layers worn under kit.
Tennis	Yellow/blue polo top	Blue skort	White socks and trainers		
Rounders	Yellow/blue polo top	Blue skort or shorts	White socks and trainers		
Athletics	Yellow/blue polo top	Blue shorts	White socks and trainers		WGGs leggings may be worn instead of shorts. School Hoodie or track jacket and tracksuit bottoms
Cricket	Yellow/blue polo top	Blue shorts	White socks and trainers		
OAA	Yellow/blue polo top	Blue shorts	White socks and trainers / Football boots		School Hoodie or track jacket and tracksuit bottoms. WGGs leggings and base layers worn under kit.

Under guidance from Association for Physical Education (AfPE, 2016)

WGGGS School Sixth Form PE Kit

Compulsory kit displaying school crest:

- Black round neck T-shirt with school logo.
- Sixth Form PE hoodie (students may use their old WGGGS PE hoodie if they wish). No other jumpers will be allowed in PE lessons.

Other compulsory items:

- Plain black sports leggings or tracksuit bottoms (these may have a small logo on, but no stripes). These cannot be fashion leggings. Or black sports shorts (these need to be loose fitting shorts and not cycle shorts or hot pant style)
- White socks
- Trainers

Appendix 2: School Uniform from September 2024

Watford Grammar School for Girls: Uniform

Years 7-11: Essentials
<ul style="list-style-type: none">• Navy blue traditional blazer with school badge on breast pocket. The badge is compulsory. (Separate blazer badges for sewing onto blazers can be purchased from the school shop)• Gold fitted open neck blouse, with or without school crest. (Not PE or T shirt).• A skirt or trousers:<ul style="list-style-type: none">○ The skirt should be smart, dark navy blue pleated and knee length with a school crest (either integral to the skirt or sewn on)○ Trousers should be straight-legged, hemmed and end at the ankle. Jeans style, denim, corduroy trousers, legging or trousers which are tight on the leg, are not permitted.• Tights (if worn): Natural, navy blue or black. No patterns• Socks (if worn): Plain white, navy blue or black. No higher than ankle.• Shoes: School shoes should be black or navy leather/leather-look, flat or have a low heel and logo-free. The style should be traditional, fully fitted to the foot which is suitable and safe for a busy working environment. Specific styles that are not permitted include: • Styles that appear to be more like sports trainers than professional black shoes. • Boots or ankle boots. • Suede shoes. • Styles that have more than one Velcro fastening. • Styles with obvious logos or branding. • Elaborate buckles or decorations or patterns.• Only school approved badges may be worn.• Jewellery is not allowed, except one pair of unobtrusive earrings, studs or sleepers per ear. Nose studs, and other facial and body piercings, are not permitted.• An item of religious significance may be worn discreetly and safely.• Make-up / Nail Varnish is not permitted in Year 7 to 11. Discrete only in the Sixth Form. False nails are not permitted in any year group.• Hair should be of a natural hair colour only.• Head coverings should be plain navy blue or black only.
Year 7 – 11: Optional extras
<ul style="list-style-type: none">• WGGGS branded knitted navy blue V-neck jumper.
Year 7 – 11: Essential PE Kit
<ul style="list-style-type: none">• WGGGS branded yellow/blue polo top• WGGGS branded blue shorts• WGGGS branded hoodie or track jacket• Navy blue/black swimming costume (including full length)• Sports trainers• Navy blue football socks• Football boots• Mouthguard• Shin pads
Year 7 – 11: Optional extras PE Kit
<ul style="list-style-type: none">• WGGGS branded jogging bottoms• WGGGS branded leggings• WGGGS branded blue skirt

Sixth form

Sixth Form: Essentials

- Black suit, consisting of
 - short or mid-length jacket. Must be worn on official occasions e.g., assembly.
 - black tailored skirt
 - or trousers which are straight-legged and hemmed. Jeans style, leggings, denim, corduroy trousers, or trousers which are tight on the leg, are not permitted.
- White, fitted open neck blouse, preferably with school crest.
- Tights (if worn): Natural or black. No patterns
- Socks (if worn): Plain white or black. No higher than ankle.
- Shoes: School shoes should be black or navy leather/leather-look, flat or have a low heel and logo-free. The style should be traditional, fully fitted to the foot which is suitable and safe for a busy working environment. Specific styles that are not permitted include: •Styles that appear to be more like sports trainers than professional black shoes. •Boots or ankle boots. •Suede shoes. •Styles that have more than one Velcro fastening. •Styles with obvious logos or branding. •Elaborate buckles or decorations or patterns.
- Only school approved badges may be worn.
- Jewellery is not allowed, except one pair of unobtrusive earrings, studs or sleepers per ear. Nose studs, and other facial and body piercings, are not permitted.
- An item of religious significance may be worn discreetly and safely.
- Make-up / Nail Varnish must be discreet. False nails are not permitted in any year group.
- Hair should be of a natural hair colour only.
- Head coverings should be plain navy blue or black only.

Sixth Form: Optional Extras

- A black knitted jumper that can worn under the jacket, preferably with the school crest, however it must not have writing or logos and no hooded tops permitted.

Sixth Form: PE Kit

- Black round neck T-shirt.
- Black plain hoodie (students may use their old WGGGS PE hoodie if they wish). No other jumpers will be allowed in PE lessons.
- Plain black sports leggings or tracksuit bottoms (these may have a small logo on, but no stripes). These cannot be fashion leggings. **Or** black sports shorts (these need to be loose fitting shorts and not cycle shorts or hot pant style)
- White socks
- Trainers

Expectations of wearing PE Kit for all

Students must wear clean, correct PE kit for every lesson **even if they are ill or injured** so they can still take an active part in the lesson. This will enable students to fully partake in the activity when they return to full health, it prevents their school uniform from getting damaged whilst standing on muddy pitches and in cases of illness it prevents conditions from worsening as students still have their dry uniform to get changed into if it is raining during the lesson. There are occasions when this would not be possible and this is at the schools discretion i.e. severe injury or illness but **as physical education is compulsory in school only in exceptional circumstances will alternative arrangements be made for students when they are 'off games'**. Otherwise they will remain with their teaching groups and participate in the role of coach or official for the activity. Should a student be 'off games' they should come to their lesson in their PE kit as normal but also wear a school PE hoody/waterproof jacket and/or tracksuit bottoms.

Should a student not have their PE kit for lesson, even if they are not participating in practical activities they will be issued with a kit mark. Should a student receive 3 kit marks they will also be placed in lunchtime detention.

Following a student's lunchtime detention every subsequent detention will be an after-school detention.

Adjustments for Religious Reasons:

PE Kit: Students who are unable to wear shorts or t-shirts for religious will be allowed to wear tracksuit bottoms or hoodie/ track jacket over their normal PE kit, or they may wish to purchase the school leggings and base layers which can be worn under shorts and t-shirts to provide full coverage.

For swimming appropriate adaptations can be made in discussion with the subject teacher. Students may wish to purchase an appropriate religious swimming costume.

Headscarves: Where worn these should be tight and secured in a safe manner, particularly at the side of the face, and unlikely to obscure vision or catch on anything that may put the wearer or other students at risk. Students can also consider obtaining a sports version of the hijab, for improved suitability. (AfPE 2016)

Jewellery and personal effects including religious adornments.

Jewellery and personal effects are not allowed under any circumstances and must be removed for all lessons. Students who have newly pierced ears must cover them with tape for the first 6 weeks, and then they must then be removed. It is the students responsibility to provide tape, if they do not they will be asked to remove the earrings. The PE Department will not be responsible for any injuries caused during these six weeks. Refusal to do so will be dealt with in accordance with the schools behaviour policy.

Longer hair must be tied back to ensure that it does not obstruct the vision of the student. Students must provide their own hair bands and clips for this.

Should students require the use of an inhaler or carry an EpiPen they must have it on their person for the lesson.

Appendix 3: Benchmarking Exercise

Uniform Benchmarking

2022-23

		Provider 1	Provider 2	Unbranded
Watford Girls	Just Daywear	£106.98	£97.00	£86.00
	Just Sports	£211.96	£213.97	£188.99
		£318.94	£310.97	£274.99

	Just Daywear	£84.70	£100.72	£48.74
Watford Grammar School for Boys	Just Sports	£242.28	£234.90	£238.77
		£326.98	£335.62	£287.51

Parmiters'	Just Daywear	£133.00	£134.46	£89.47
	Just Sports	£166.24	£175.95	£162.99
		£299.24	£310.41	£252.46

Dame Alice Owens	Just Day wear	£87.40	£89.44	£87.45
	Just Sports wear	£143.34	£127.47	£116.95
	Total	£230.74	£216.91	£204.40

The analysis compares the cost of new, Year 7 uniform that is taken from lists on the school website and does not include day shoes, but does include any sports shoes that are compulsory.

All calculations are based on information available on the suppliers website, and from suppliers promoted by the school. When a supplier does not provide an item, i.e. the branded school shorts, then the least cost item from an alternative supplier is used.

Appendix 4: Tendering Process

In Spring 2023 the school reviewed the Tenders for the preferred uniform providers. 4 local suppliers were invited to tender, they submitted price lists and met with a panel that consisted of a Trustee who was also a parent, an Assistant Head, the Director of Sport and the Headmistress. Students were then asked to give their opinions based on the selected items provided by each of the companies.

Two suppliers were identified based on their value for money, accessibility for parents, environment sustainability and ability to work together to ensure consistency of supply.

The suppliers chosen were: Beat School Uniforms and DJ Uniforms.