



UNIFORM POLICY

Policy Guidelines

DOCUMENT CONTROL

This document serves the purpose of implementing uniform expectations in all LEAMS schools. Version 1.0 is released for use in schools under Leams Education with effect from 07-11-2022. The school leaders are expected to create their own school's uniform policy in line with LEAMS Uniform Policy.

Authorised Person	Designation	Access
Mrs Lahir	Group Director	Read and write
Board of Directors	Governors	Read and write
Ms Deepa Vinod	Corporate School Development Manager	Read and write
All Employees	-	Read-only access

AIM

LEAMS Education holds high expectations and standards for children under our care. We create a professional environment in our schools, preparing our students for the world of future possibilities. We promote smartness and comfort through the implementation of our uniform. We expect decent and professional behaviour from our students at all times. **The specific uniform item list for each year level is available in our schools.**

OBJECTIVE

Through this policy, LEAMS Education shares responsibilities with its students and parents that the student is in full proper school uniform every day they are in school. Also, it is the responsibility of the school staff to ensure student turnout is as per the expectations laid out by LEAMS Education. If a student fails to meet the school uniform requirements, they will be requested to amend this immediately; if this is not possible, they will be required to remain home until they meet the school's expectations. **Students should not be allowed in lessons if they are not in full school uniform.**

PURPOSE

A uniform ensures the children look smart and ready to learn with the same professional standards. Moreover, it removes opportunities for peer pressure and bullying. Also, it is more affordable, avoids conflict, and is more manageable for the students and their parents. Moreover, while wearing the school uniform, students will feel the need to be self-disciplined and responsible for dignified manners.

SCOPE

All schools will use this policy under LEAMS in conjunction with the School's Behaviour Policy; also, the schools are expected to modify their Uniform Policy in line with this. To ensure responsibility among students, schools should apply rewards and sanctions regardless of age and ability. All school staff must monitor and implement the above aspect irrespective of their designations and pre-decided responsibilities.

RESPONSIBILITY

Adhering to the LEAMS' uniform policy is the responsibility of all stakeholders of our organisation- students, parents, and staff. Wearing of school uniform is an essential requirement and should be worn to and from school as well as in and around the school. We expect parents' full support in maintaining a high standard of uniform presentation.

SCHOOL STAFF RESPONSIBILITIES

As a school staff member, you will:

- Regularly remind students about the school uniform rules and expectations in assemblies, registration time, and in lessons.
- Recognise and praise efforts made by students who wear their uniform correctly using achievement/house points.
- Act as a positive role model for students.
- Be approachable, responsive and alert to any problems at home that could cause difficulties with uniforms and inform the pastoral team, who will find a way to resolve the issue.
- Recognise, correct and issue sanctions for the incorrect wearing of the School Uniform in line with the school's 'Behaviour Policy
- Students' ID cards are part of their uniform; hence it is crucial to monitor and ensure students are wearing their ID cards at all times.
- **In cases of faltering from the prescribed uniform, the following actions are to be taken.**
 - **The first warning must go from the class teacher to the defaulter. The class teacher should email the parents regarding the issue.**
 - **After the first warning from the class teacher, the matter should escalate to the section head, and a written warning letter to be issued in this case.**
 - **The head of phases must address any further offence that occurred by having a face-to-face meeting with the parents.**
 - **If the violation continues, the principal should meet the student and parent, and a detention letter for community service should be issued from the principal's desk. In that case, the parent must pick up the child after the detention period.**
 - **If the offence continues, the child will get a three-day suspension, and the matter will be communicated to the KHDA if needed.**
 - **If found more floundering, the child will not be registered for the next academic year, and TC will be issued by the end of the academic year.**

STUDENT'S RESPONSIBILITIES

As students, you must:

- Wear the correct uniform as stated in the School's Uniform Guide.
- Wear the School's Uniform correctly, e.g. a shirt tucked in, wear school blazer etc
- Wear the appropriate footwear as stated in the School's Uniform Policy.
- Wear the LEAMS blazer or LEAMS-designed jackets only at all times of the year.
- Wear hair bands only issued by the school.
- Wear school ID cards at all times.
- Always keep your uniform clean, pressed well and presentable in school.

- Wear the prescribed school uniform according to the day. For example, on PE days, PE uniform and core uniform on other days.
- All shirts should be buttoned up and tucked in properly. Sleeves should not be rolled up.
- Trousers should be adequately belted at the waist and NOT be kept low.

PARENTAL RESPONSIBILITIES

As parents/guardians, you must:

- Ensure your child wears ID cards to school every day.
- Give your full support in maintaining a high standard of dress and presentation and the correct wearing of school uniform to and from school as well as in and around the school.
- Intimate the student's class teacher or section head if a child has any challenges in meeting the School Uniform requirements on a particular day.
- In such cases, seek permission through email or phone call, at least before the school day begins.
- Provide medical information or a letter from the doctor if there are any medical reasons why wearing the School Uniform is difficult or needs modifying to meet that individual's needs.
- Provide students with the correct clothing items for their school uniforms and restrict them from buying incorrect or inappropriate things.
- Ensure to purchase the appropriate uniform size to ensure they look smart and decent and to avoid a shabby look.
- Restrict to hairstyles that the schools accept.
- Help the child to maintain a clean and tidy appearance with their uniform and personal hygiene.
- Ensure that your child is wearing washed and ironed uniforms daily.
- Ensure that your child follows proper personal hygiene routines at home before departing to the school.
- The Uniform Examples of the approved and agreed uniform for each key stage are available on the school website.
- The uniform must be worn correctly: • On arrival at school, • When travelling home from school, • When exiting the play areas at the end of break or lunchtime.
- During field trips, students are expected to follow the dress code prescribed by the school authorities.

JEWELLERY

- Students are permitted to wear one small stud earring in each ear. No other piercings are allowed.
- Jewelry items of religious significance may only be worn with prior approval from the Head of Section, following a formal written parental request.
- Any other jewellery items such as rings, necklaces, wristbands or ankle bands are not permitted. Sunglasses are not to be worn in classrooms or offices.

MAKEUP

- No Make-up is to be worn by students.

TIE AND SCARF

- Ties are compulsory for all FS, KS1 and KS2 boys and girls. KS3, KS4, and KS5 boys must wear their prescribed ties.
- KS3, KS4 and KS5 girls must wear their assigned school scarves.

SHOES

- Shoes should be black school shoes. Shoes should have no coloured soles or logos. Shoes should be polished regularly.
- Any sports shoes (even if they are entirely black) are unacceptable.
- Any shoes other than the prescribed ones will prohibit the child from being in lessons.
- During the PE days, students can wear only pure white sports shoes, without any other colour or logos on them.

COSMETICS

- Use of make-up, cosmetics, body paint, tattoos, piercings and nail polish is strictly prohibited.
- Students are not permitted to carry any make-up items to school; if found offensive, the items will be confiscated and not be returned.

HEADWEAR AND HAIRSTYLES

- Hats are not to be worn at school except for field trips, where they should be plain and simple.
- Haircuts or hairstyles which draw undue attention to the wearer are not permitted. Coloured hair or highlighters are not allowed. Spikes and hair gel are also not permitted.
- Boys' hair should be neatly trimmed uniformly to ensure that the ears and forehead are not covered. The length of the hair should not extend beyond the nape of the neck.
- Girls' hair should not cover the forehead; if longer than the shoulders, it should be neatly braided.
- Muslim girls must wear school-issued Hijabs, neatly tied and should be worn to meet their purpose.

OTHER

- On any special occasions or celebrations, students can come in semi-formal casual attires with the school principal's permission. Prior information regarding the same is to be communicated to the Leams office, and approval is to be taken from the group director.
- Mobile phones, music players, and personal digital assistants are not allowed at school. Only in the case of emergency, a mobile phone may be brought, but it will have to be deposited at the office of the Head of the section/class teacher. Parent consent letter to be brought along with this to seek permission.
- The possession of skateboards/skates/roller blades/scooters/and bikes and their use is prohibited at school.

However, the school does not take any responsibility for the loss or damage of these items.

This Policy is reviewed by the Group Director, other board of directors and the concerned corporate managers. It was last reviewed in November 2022 and will be next reviewed in August 2023.