



St Mary's College

Founded by the Sisters of Mercy 1879



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UNIFORM AND GROOMING POLICY

INTRODUCTION

It has been a tradition at St Mary's College Gunnedah, since its foundation in 1879, that students be well presented and wear a common uniform. Since those early days the uniform has undergone many changes and modifications, responding to the changing climatic conditions and developments in the clothing industry. Consequently, the uniform and appearance of students 100 years ago is significantly different to what we experience today. It has been and will continue to be the policy of the College that no student should be disadvantaged in this area and therefore all will have access to the correct uniform requirements. Given that tradition and being considerate of the times and circumstances we live in, the following 'Uniform and Grooming Policy' has been instituted.

WHY A GROOMING AND UNIFORM POLICY?

There are several reasons apart from tradition why such a policy should be instituted and adhered to.

1. The wearing of a uniform does not distinguish between the 'haves' and the 'have-nots' – all students are seen as equal.
2. There are economic and practical advantages for parents.
3. To wear a uniform and comply with grooming regulations requires self-discipline, personal responsibility and thinking beyond self, to others. Students who do not care can let themselves and others down.
4. Being well groomed and in uniform contributes to the development of a common spirit, a sense of identity and a sense of belonging to the community of St Mary's College.
5. Students' personal presentation is a visible sign of pride in themselves and their College.
6. Well-presented students help to create a good image of the College within the local community.

It is the expectation at St Mary's College that students are not just in correct uniform, but are neatly presented at all times. Clothes should be neatly ironed and shoes clean and polished. On those occasions on which the College allows students to wear clothes other than school uniform (eg. non-uniform days, school socials, sports carnivals), it is expected that students will dress safely, neatly and with decorum. Since students wearing school uniform out of school hours are seen to be representing the College, it is anticipated that, if the uniform is worn out of school hours in public, it will be worn correctly, and that the behaviour of students in uniform out of school hours will be exemplary.

Max Quirk
Principal

COLLEGE UNIFORM SHOP

Since mid-2010, the College has operated its own uniform shop. This shop is located upstairs in the centre of the old Sisters of Mercy Convent (now known as the St Joseph's Parish Centre). The shop is open on Mondays and Wednesdays during term from 11:30 am until 2:30 pm. Normally the shop is also open on Orientation Day for Year 6 students in Term 4 and for selected days in the week before school commences in January.

Most items of College uniform are available at the uniform shop. School shoes, sports shoes and sports socks are not available and there are limited supplies of stockings and senior skirts. Shoes, sports socks and stockings can be purchased from various retail outlets in Gunnedah, Narrabri and Tamworth. Senior skirts are usually made privately, with "In Stitches" in Barber Street being a recommended maker. While junior skirts are available in the uniform shop, these can also be made by "In Stitches".

Most items of College uniform are available at the uniform shop. School shoes, sports shoes and sports socks are not available and there are limited supplies of stockings and senior skirts. These can be purchased from local businesses.

The Uniform Shop includes a second-hand clothing pool.

Good quality second-hand items of St Mary's uniform are sold on a commission basis, or accepted as donations and sold at minimal cost.

THE COLLEGE UNIFORM

Girls Uniform Years 7 – 12

Summer

- ❖ Light blue socks.
- ❖ Black enclosed lace-up leather shoes.
- ❖ College hat.
- ❖ Blue checked College frock (Years 7 – 10).
- ❖ Checked six gore College skirt with two front inverted pleats (option of two inverted pleats at back) (Years 11 – 12).
- ❖ Light blue blouse with Peter Pan collar (Year 11 -12)

Winter – also College Formal Wear

- ❖ Light blue long-sleeved blouse
- ❖ Navy blue tie
- ❖ Junior Navy V-necked jumper and/or College jacket.
- ❖ Navy blue stockings or light blue socks.
- ❖ Black enclosed lace-up leather shoes.
- ❖ College hat.
- ❖ Optional: Navy blue or black overcoat; navy blue or black gloves; navy blue or black scarves.
- ❖ Uniform blue six-gore College skirt with two front inverted pleats (Years 7 – 10).
- ❖ Checked six-gore College skirt with two front inverted pleats (option of two inverted pleats at back) at knee or ankle length (Years 11 - 12).

Boys Uniform Years 7 – 12

Summer

- ❖ **Light blue short sleeved shirt.**
- ❖ **Uniform grey cotton drill shorts.**
- ❖ **Short grey College socks with red and blue stripe tops.**
- ❖ **Black enclosed lace-up leather shoes.**
- ❖ **College hat.**

Winter – also College Formal Wear

- ❖ Uniform blue long sleeved shirt.
- ❖ Uniform grey serge or cotton dress trousers.
- ❖ Grey College jumper, with red/blue stripe and/or College jacket.
- ❖ Grey College socks.
- ❖ Black enclosed lace-up leather shoes.
- ❖ Red and blue College tie.
- ❖ College hat.

Notes:

- Frocks and skirts are to be worn no higher than 10 cm above the knee when standing; junior girls' frocks and skirts and senior girls' summer skirts are to be no lower than mid-calf. Skirts may not be rolled at the waist.
- Socks must cover the ankles.
- Shorts should extend no lower than the knee.
- No designer labels to be seen nor Cargo style outer pockets on boys' shorts or trousers.

- In very cold weather, if the school jumper and jacket are not sufficient, boys or girls may wear a coat over the jumper and/or jacket. No sloppy joes may be worn except those approved by the Principal for Year 12. No hoodies or jackets may be worn.
- Shoes must be black, enclosed lace-up school shoes with hard leather uppers. Boots, platforms, soft leather, brand names or symbols are not permitted. It is expected that shoes will be clean and polished, with laces done up securely.
- Formal Wear – Students are required to wear their winter uniform for all formal occasions, especially when representing the College. On sporting occasions, students would normally be required to wear full sports uniform.
- Hats must be worn when students are in the sun at breaks or during lessons; only College hats (plain navy) are permitted – no beanies, caps or other headwear.
- Shirts (Summer) – It is expected that all buttons except the one at the neck be done up; if buttons are missing from a shirt, it should not be worn. The short sleeves on shirts should not be rolled up. Collars should be turned down.
- Shirts (Winter) – The collar button should be done up and the tie done up to the neck. If the button does not do up (ie. the shirt is too tight or the button is missing), it should not be worn. Collars should be turned down.
- Boys' shorts and trousers – Boys should pull their pants up to a respectable height so that underwear is not visible. Trousers should not be crumpled at the bottom.
- Clothing under the uniform – Students are welcome to wear other clothing under their school uniform provided that it is not normally visible. There should be no T-shirts visible at the neck and no protrusion of clothes from the sleeves or at the waist.

Sports/PE Uniform

Girls

- ❖ Navy College sports shorts with SMC embroidery.
- ❖ 2 tone blue sport shirt with College emblem.
- ❖ White socks.
- ❖ Lace-up sports shoes.
- ❖ College tracksuit (when cold).
- ❖ College hat.

Boys

- ❖ Navy College sports shorts with SMC embroidery.
- ❖ 2 tone blue sport shirt with College emblem.
- ❖ White socks.
- ❖ Lace-up sports shoes.
- ❖ College tracksuit (when cold).
- ❖ College hat.

Notes:

- It is expected that when students are representing the school at sport, they will wear the College sports uniform or the College uniform for the particular sport. Other track suits, tops, shorts, etc. are not permitted.
- Representative sportswear (eg. NIAS, CCC, Armidale Diocese) is not part of the College Sports Uniform.
- College Caps as supplied by the PDHPE Faculty may be worn in suitable sports or PE activities, if authorised by the teacher.
- Students may wear their sports uniforms on days specified by the College. This will be at least once per week and will include any day when a junior student has a double PDHPE or PASS lesson. Students who cannot, for any reason, wear the sports uniform on the specified day must wear the full College uniform. The sports uniform will also be required for practical PE lessons. Teachers will provide advanced warning when this is required. Students who have practical PE in Period 1 only may wear the sports uniform to school and change into the normal school uniform after Period 1. Students who have practical PE in Period 6 may wear the sports uniform home.
- Sports shorts - No designer labels are to be seen and mesh basketball shorts are not permitted.
- Sleeves of sports shirts may not be rolled up.
- Track suits pants – Ankle zippers should be done up so that pants do not drag on the ground. Pants should not be rolled up.
- Sports shoes should be securely laced up. No skate shoes, rayban or canvas shoes may be worn as sports shoes. Shoes should not be in fluorescent colours or have coloured laces; shoes should, if possible be predominantly white.
- Clothing under the uniform – Students are welcome to wear other clothing under their sports uniform provided that it is not normally visible. There should be no t-shirts visible at the neck and no protrusion of clothes from the sleeves or at the waist.

STUDENT GROOMING

Hair

- Hair should be tidy. In some cases students may be asked to tie their hair back for safety or health reasons or for enhanced neatness.
- The hair length should not be less than number 3, and undercut hair is not permitted. While there is no specified maximum length of hair, it is expected that hair be always neat and tidy.
- Hair Ribbons – Single colour - plain blue, white, red or maroon only. There should be no hair bands.
- Hair colour – Hair should be of a natural looking colour.
- Hair cuts – There are to be no hair sculptures or elaborate hair styles.
- Combs – Worn in the hair should be dark colours.
- All boys must be clean shaven at all times.

Jewellery – All students

- One only plain silver or gold metal ring; no more than one pair of plain silver or gold metal sleepers or studs (no more than one per ear); no other rings or studs are permitted; no chains or necklaces of any kind; one only plain bangle.
- The College badge may be worn with the summer or winter uniform.

Finger Nails

- Students may not have their finger nails coloured. Clear polish may, however, be used for protective purposes.

Make-up

- No make-up as such is to be worn at any time.

Tattoos

- Students may not have visible tattoos, transfers, writing or drawing on their skin.

AMENDMENTS TO THE POLICY

Changes to the substance of the uniform may be made as the need arises, after appropriate consultation. Minor changes may be made by the College Executive, who will determine the level of consultation required. Major changes would need consultation with the student and parent bodies. Any amendments to this policy would be communicated by the re-issue of the total policy in its amended form.

INTERPRETATION OF THE POLICY

While the policy as stated here covers most eventualities, the College Executive reserves the right to interpret the policy as printed and in aspects which do not appear to be covered by the policy.

EXCEPTIONS TO THE POLICY

There are from time to time unavoidable situations in which a student is unable to wear the correct uniform for a short period of time. ***In such situations, the student is to have a note from the parents/carers explaining why the uniform is not worn and how long this exception will be required.*** Permission will only be granted for a period of days. If there are significant difficulties in relation to the uniform then the Principal will need to be contacted. An exemption to aspects of the policy for an extended period may be granted on medical grounds; supporting documentation may be requested by the Principal.

BREACHES OF THE POLICY

Apart from these rare exceptions, if students are found in the incorrect uniform or appearance is unacceptable, they will be given a uniform breach and referred by teachers to the relevant Year Supervisor. Teachers and Year Supervisors may also require remedial action to be taken immediately or within a specified period. ***Supervisors will monitor the number of breaches and the following procedure will be followed:***

1. 3 breaches within a term will result in a lunchtime detention.
2. 3 further breaches in that year will result in a second lunchtime detention and parents being contacted.
3. 3 further breaches that year will result in an internal suspension (1 day).
4. 3 more offences within that year will result in a second internal suspension (2 days).
5. 3 further offences within the year will be taken as evidence that the student is deliberately flouting the authority of the College and will result in an external suspension.
6. Should there be a continuous disregard for the Policy and procedures as outlined above, then the student will be asked to reconsider his or her place within the College.

Remedial Action:

Teachers will require students to immediately attend to matters which can be quickly rectified. Examples include other garments worn under the uniform being visible at neck, sleeve or waist, make-up, excess jewellery (including piercings) or nail polish. Boys who are unshaven may be required to shave with disposable razors supplied by the school.

For some matters, such as inappropriate hair styles and colourings or skirts not of the specified length, students may be given a certain time by the Year Supervisor to rectify the situation. If the matter is not addressed by the given time, or if it is clear that it cannot be rectified within a reasonable time, the student may be required to stay home until the matter is rectified. For students who are repeat offenders in such respects, or students who are warned beforehand, no period of grace will be given.