



Student Uniform Policy

1 Purpose

The purpose of this Student Uniform Policy (the Policy) is to ensure all students of Brisbane Girls Grammar School (the School) are aware of the correct School uniform (and accessories) that should be worn and that the manner in which the uniforms are worn meets the expectations of the School.

2 Scope

This Policy applies to all students, and is designed to assist parents and staff in matters relating to wearing of the uniform.

3 Policy statement

The School uniform is an important aspect of the School's commitment to building a safe and respectful School environment with high expectations for all students. The student uniform exemplifies care in personal presentation and enhances the reputation of the individual and the School. The uniform must be worn in the correct manner on all school occasions, including when travelling to and from school.

4 Roles and responsibilities

4.1 Principal (or authorised delegate)

The Principal (or authorised delegate) is responsible for:

- (a) ensuring implementation of this Policy and any associated communication to staff, parents and students
- (b) taking appropriate action in relation to any wilful and persistent breach of the Policy.

4.2 Academic Staff

Staff are responsible for:

- (a) regularly monitoring the appearance of the School uniform and reminding students of their responsibilities in wearing it correctly
- (b) implementing this Policy and enforcing appropriate consequences for continual non-wearing of the School uniform by students
- (c) addressing breaches of the Policy in non-teaching settings. The issues related to the uniform should not interfere with classroom learning, and should be addressed thoughtfully
- (d) communicating to Dean of Students situations that represent habitual breaches of the Policy by students.

4.3 Parents

Parents are responsible for:

- (a) supporting the School in the implementation of this policy by ensuring that their daughter(s) is/are dressed in correct School uniform for all School-related activities
- (b) labelling all School uniform items

- (c) providing an explanatory note on occasions when a uniform cannot be worn.

4.4 Students

Students are responsible for

- (a) wearing the School uniform correctly for all School-related activities
- (b) wearing the School uniform at School and at functions where they are representing the School (e.g. school excursions), including when travelling to and from school
- (c) maintaining their appearance to a safe and high standard.

5 Review and monitoring

This Policy shall be reviewed every three years, or in the event of any information, incident, legislative changes or organisational practice that would demonstrate the need for a review.

Document title	Student Uniform Policy	Author	Deputy Principal
Version	004 / 2012 / 1	Approval	Principal
Distribution	Minerva, Student Diary (extract)	Date	September 2021

6 Definitions

Uniform refers to all aspects of clothing, jewellery and general appearance.

7 Related documents

Student Code of Behaviour

Excursions and Student Travel Policy



BRISBANE GIRLS GRAMMAR SCHOOL

Appendix A: Guidelines

1 Formal School Uniform

1.1 Expectations

The summer uniform, in its entirety, is to be worn during Term 1 and Term 4. The uniform comprises:

- (a) Hat
- (b) Navy skirt or pants
- (c) Open-necked white blouse—with or without button at neck
- (d) White, ankle-length socks for skirt
- (e) Plain navy socks for pants
- (f) Black leather shoes—lace up style
- (g) Tie, which should be correctly fastened. The School badge should be pinned in the centre of the tie. A House badge should also be worn on the tie (under the School badge).

The Winter uniform, in its entirety, is to be worn during Term 2 and Term 3. The uniform is the same as for summer, however wearing of the School blazer is mandatory and black stockings are worn instead of socks. These should be kept in a tidy state. Knee-length black socks or knee-high stockings are not acceptable.

There is to be no changing into plain clothes at School, in town or in suburban shopping centres.

1.2 Blazers

In winter (Terms 2 and 3), the wearing of the School blazer is mandatory.

When travelling to and from School:

- (a) a blazer must be worn; if cold, a jumper/vest may also be worn
- (b) the jumper/vest must be worn under a blazer, but never by itself.

If cold at School, a jumper/vest and/or blazer may be worn.

1.3 Hairstyles and grooming

Hair must be worn neatly and should be tied back with royal blue ribbon as soon as it is long enough. Any alterations to hair colour should not be obvious or extreme; natural hair colour is preferred.

1.4 Jewellery and makeup

The only jewellery permitted to be worn outside the uniform is a wristwatch and no more than one (1) pair of small studs or sleepers worn in the earlobes (gold or silver only). Pearl studs or studs containing birthstones are not acceptable. Jewellery that does not comply with the guidelines may be confiscated and returned to the student at the end of the term. No responsibility is taken for loss or theft.

Nail polish, if used, should be colourless.

The wearing of makeup is not acceptable.

1.5 Shoes

Students are to wear formal black leather shoes, i.e. heeled, non-moccasin/ballet flat style, lace-up school shoes, or their equivalent. The defining aspect of this type of shoe is that they are durable, weather resistant and can be maintained using black shoe polish.

Students with an injury or condition that prevents them from wearing formal black leather shoes may wear a sandal or similar on the affected foot. A school shoe must be worn on the non-affected foot.

1.6 School bag

The official School bag is compulsory and available from the P&F Uniform Shop. School bags which bear the School crest should be used by all students to carry belongings to and from School.

The School book bag (tote bag) is only to be used while on the School campus, and not in public.

2 Sports Uniform

The School sports uniform—consisting of a top, skirt or shorts, cycle pants, briefs, cap, running shoes and white ankle socks—is to be worn for all physical education activities.

The School sports uniform must never be worn on public transport, in shopping centres or in the general community unless a specific direction has been given by the Principal for relevant occasions, such as Interhouse Sporting Carnivals.

In the pool, one piece togs, sun top and swim cap are compulsory.

All students must wear their sports cap unless otherwise directed while undertaking activities that are held outdoors.

This is the only acceptable sports uniform for wear at School and inter-school fixtures, except where there are specific requirements for an individual sport, e.g. softball.

The sports uniform may be worn to or from School only when:

- (a) students are travelling in private transport, and arriving at, or departing from, the School's drop-off/pick-up zone or a sports training venue
- (b) students are arriving on the campus before 7 am or leaving after 5 pm.

It is not acceptable to be collected from School or other venues in togs or thongs.

Any student who does not comply with these directions is behaving contrary to the School *Code of Behaviour* and associated rules and procedures.

2.1 Attire during class

During academic classes, any combination of the sports uniform may be worn. In winter terms (Term 2 and 3), students may wear a Brisbane Girls Grammar School tracksuit top or full tracksuit. However, skirts must not be worn over tracksuit pants. Leather school shoes, not sports shoes, must be worn in class and around the School's campus.

It is the general rule that students change from sports clothes into full School uniform at the nearest break in academic classes.

Staff are instructed to ensure these requirements are met.

At the start of their lesson, staff are requested to send all students who are not correctly attired to change, and return immediately to class.

Any requests for changes to student sports uniforms must be directed to the Director of Communications and Engagement, who will then seek the approval of the Principal.

The Director of Sport will act as the liaison person with the P&F Uniform Shop to streamline any sports uniform ordering procedures or changes to sports uniform designs.

2.2 Sun smart coverage

Students are encouraged to minimise harm associated with exposure to the sun by using sunscreen, remaining in shaded areas during peak times of UV radiation and wearing the School hat. School hats must be worn at all times when not in class. This includes to and from School, and when outside classrooms including before School, morning tea, lunchtime, and to and from class even when in undercover areas.

3 Out of uniform

If a student presents at School out of full, formal academic uniform, an explanatory note from a parent/guardian must be presented to Student Reception. Students presenting at School without an explanatory note will receive a warning or, if necessary, detention. If a student is out of uniform or does not bring her hat to School, she must see her Head of House before House Group to obtain an Out of Uniform note.

When a student is not able to wear the full, formal academic uniform, she must wear the full sports uniform.