MANSFIELD SECONDARY COLLEGE
UNIFORM POLICY

Reviewed by: School Council
Date reviewed: / / 
Date of next review / / 
Signature: 
Name: _______________________
Position: School Council President

**Rationale:**

Mansfield Secondary College School Council has adopted the following policy for mandatory uniform to worn by students of the College.

The Principal, staff, parents and students are all responsible for the active implementation of the Uniform Policy in a manner consistent with the Student Code of Conduct.

Students must conform to the uniform standards on all College occasions unless otherwise directed by the College Principal.

This Uniform Policy applies during school hours, while travelling to and from school, and when students are engaged in school events, excursions and activities out of school hours.

The wearing of the school uniform by students:

- Promotes a student’s sense of identity with and pride in the College
- Raises the profile of the College and its students in the broader community
- Enhances individual student safety and group security

No student will be discriminated against on the basis of sex, race, ethnic group, nationality, religious beliefs, colour or disability. No student will be discriminated against if, for financial reasons, uniform cannot be provided. The College will make every effort to assist families having difficulty providing uniform.
Implementation:

Transition

All 2014 Year 7 students will be required to be in full new school uniform at the beginning of Term 1, 2014. It is optional for 2014 Year 8-12 to be in the new uniform. Students are expected to be either in the full new uniform OR the full outgoing uniform. Strictly no mixing of uniform items.

Aspects of the Uniform Policy outside actual uniform items will apply to all Year levels as at the beginning of Term 1, 2014.

Mansfield Secondary College expects all students in full school uniform on all occasions.

The College reserves the right if a student is not in full uniform to:

- Provide the students with replacement uniform and the item(s) to be worn during school hours. These need to be returned or a fee will be charged.
- Contact the student's parents/carers and ask for the student to be provided with correct uniform.
- Send the student home to change into appropriate school uniform.

If for any valid reason the uniform cannot be worn, an explanatory note signed by the parent/carer must be given to the library assistant who will issue an ‘out of uniform’ pass to the student for a limited period of time. Please note the College reserves the right to provide the student with uniform on the day.

If a student continues to attend the College out of uniform, the College will make contact with the parent/carer to discuss the matter.

Basis for discretion:

The basis for discretion regarding uniform lies with the Principal as an operational matter. Students wishing to apply for an exemption of all or part of the policy will need to write a letter addressed to the Principal outlining reasons. The request will be followed up with a written response from the Principal.
The New School Uniform

(Note: please refer to outgoing uniform list at the end of this document if relevant)

The General School Uniform

<table>
<thead>
<tr>
<th>Girls’ Compulsory</th>
<th>Boys’ Compulsory</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Dress OR</td>
<td>Shorts OR</td>
</tr>
<tr>
<td>Shorts OR</td>
<td>Trousers</td>
</tr>
<tr>
<td>Trousers OR</td>
<td>White socks (plain, no logos, any length with shorts, dress or skirt)</td>
</tr>
<tr>
<td>Winter Skirt OR</td>
<td>Navy socks (plain, with trousers only)</td>
</tr>
<tr>
<td>Summer Skirt</td>
<td>Navy tights with winter skirt <strong>only</strong></td>
</tr>
<tr>
<td>White socks (plain, no logos, any length with shorts, dress or skirt)</td>
<td>White logoed short sleeve shirt OR</td>
</tr>
<tr>
<td>Navy socks (plain, with trousers only)</td>
<td>White long sleeved shirt</td>
</tr>
<tr>
<td>Navy tights with winter skirt <strong>only</strong></td>
<td>ALL BLACK leather shoes*</td>
</tr>
<tr>
<td>White logoed short sleeve shirt OR</td>
<td></td>
</tr>
<tr>
<td>White long sleeved shirt</td>
<td></td>
</tr>
<tr>
<td>ALL BLACK leather shoes*</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Girls’ Additional</th>
<th>Boys’ Additional</th>
</tr>
</thead>
<tbody>
<tr>
<td>School tie</td>
<td>School tie</td>
</tr>
<tr>
<td>Logoed soft shell</td>
<td>Logoed soft shell</td>
</tr>
<tr>
<td>School logoed Vest</td>
<td>School logoed Vest</td>
</tr>
<tr>
<td>School logoed Knitted jumper</td>
<td>School logoed Knitted jumper</td>
</tr>
<tr>
<td>School scarf</td>
<td>School scarf</td>
</tr>
<tr>
<td>White undertop (not to be seen)*</td>
<td>White undertop (not to be seen)*</td>
</tr>
<tr>
<td>Ribbons and hair accessories in school colours (white, navy, bronze, purple)</td>
<td>School logoed Sunsmart Hat</td>
</tr>
<tr>
<td>School logoed Sunsmart Hat</td>
<td></td>
</tr>
<tr>
<td>School logoed bag</td>
<td>School logoed bag</td>
</tr>
</tbody>
</table>

*Not available from school
Sport Uniform

<table>
<thead>
<tr>
<th>Girls</th>
<th>Boys</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Purple logoed polo</td>
<td>• Purple logoed polo</td>
</tr>
<tr>
<td>• Logoed Navy shorts</td>
<td>• Logoed Navy shorts</td>
</tr>
<tr>
<td>• Logoed navy track pants</td>
<td>• Logoed navy track pants</td>
</tr>
<tr>
<td>• White socks</td>
<td>• White socks</td>
</tr>
<tr>
<td>• Logoed Hat</td>
<td>• Logoed Hat</td>
</tr>
<tr>
<td>• Logoed softshell</td>
<td>• Logoed softshell</td>
</tr>
</tbody>
</table>

General Guidelines - Uniform

1. Generic items for the main school uniform are not to be worn.

2. There is no separate summer or winter uniform, however items need to be worn as specified. **Note: no tights under school dress, no tracksuit pants if not doing PE.**

3. Torn or stained items will need to be replaced. Request for this to be at the discretion of the relevant Year Level Coordinator.

4. Students are to attend school in main school uniform and change into alternate items for the duration of the activity. Students to change back into main uniform after activity. The exception of this is if students have PE period 1; they may come to school in FULL PE uniform and change into academic uniform after. Similarly, if students have PE period 6, they may stay in this to go home. **Note: It must be the FULL PE uniform.**

5. Hair accessories are to be simple in style and consistent with school colours.

6. Hair natural in colour.

7. Minimal skin tone makeup is acceptable (not to be seen). Clear lip gloss and clear nail polish acceptable only. Students may be required to remove makeup deemed unacceptable when requested. Makeup remover will be supplied.

8. Minimal jewellery (see below).
Occupational Health and Safety Guidelines - Uniform

ALL YEAR LEVELS - BOTH CURRENT AND NEW UNIFORM

1. Shorts, dress and skirt length are specified as per Cancer Council recommendations. For those who need a guide, just below the knee to no more than 8cm above the knee cap is acceptable. Items that have been modified will need to be replaced.

2. Minimal jewellery only. Necklaces to be a fine chain with pendant. NO leather/string necklaces.

3. Facial Piercings. ONE clear facial stud/retainer is permissible (1-1.5mm maximum diameter). NO facial rings.

4. No nail extensions.

5. Students are to wear all black closed leather (leather look) shoes during non sporting instruction. Black laces (no velcro), plain uppers (no contrasting stitching), capable of being polished, no nappa or suede, or mesh no brogues or slip ons, boots or hightops, no canvas.

6. Shoes appropriate to sporting activities (eg runners) to be worn where required either during school instruction or during recess and lunch.

7. Protective items are to be worn as required for each subject area.

8. Hair will need to be tied back where required.

9. The school encourages the use of a logoed school bag as part of uniform items that meets OH and S guidelines. This will need to be purchased within the 2 year phase in period.

Sunsmart Hat

10. The College encourages the wearing of hats while students are outside during the summer months. Sunhats are available for students to purchase from the uniform store. Hats to be included on excursion notices. No school hats are not allowed.
**Purchasing of Uniform**

**Outgoing Uniform**

Items of the outgoing uniform may still be purchased from Mansfield Clothing.

**General School Uniform**

1. **At school**

   Our uniform shop will be open regularly through the term and at key points during the school year. The dates and times will be on the school’s website and newsletter. Here students can try on samples of each uniform item to find out their size. Payment options for the uniform shop are PayPal/credit card and cash via the uniform shop only, not the front office.

2. **Online**

   Students will know their size by accessing the school’s uniform shop which holds samples of uniform items in each size. Parents can access the school’s online store via the school’s website [http://www.mansfieldsc.vic.edu.au/](http://www.mansfieldsc.vic.edu.au/). Online payments can be made using PayPal only as this is the most administratively efficient and secure way to pay online. There is a link on the website to take you to setting up a PayPal account.

**Receiving your order**

The school does not hold any stock so the items that you order will have a lead time before they can be picked up from the school. You will be given notice via the website and newsletter as to when the school is placing orders with our suppliers and expected delivery times. Once items have arrived they will be packed up as per order and you will be notified when they are ready for pickup.

**Please note:** Payment is required in full BEFORE items are ordered.

Lost items are expensive to replace and it is recommended that all items of uniform are clearly and indelibly labelled with the student’s name.

**Financial Support**

1. **State School Relief Fund.** Please see the Year Level Coordinator or Assistant Principal and an application will be submitted on your behalf. [http://www.ssr.net.au/home.aspx](http://www.ssr.net.au/home.aspx)
2. Relevant government assistance.
4. The school. Students, parents and carers can also seek assistance directly from the Year Level Coordinator or Assistant Principal. Please make an appointment so we can assist you.

**Outgoing Uniform List**  
Items can continue to be purchased from Mansfield Clothing

**Girls**  
- Mansfield Secondary College uniform dress, or navy blue school shorts, or pants  
- White MSC polo top - short or long sleeve  
- Junior School rugby top – green with blue stripe (Years 8, 9)  
- Senior School rugby top – blue with green stripe (Years 10, 11, 12)  
- Navy blue fleece vest and/or jacket with College logo  
  - Purple PE top  
  - Navy or black PE shorts

**Boys**  
- Grey shorts or trousers (720s)  
- White MSC polo shirt - short or long sleeve  
- Junior School rugby top – green with blue stripe (Years 7, 8, 9)  
- Senior School rugby top – blue with green stripe (Years 10, 11, 12)  
- Navy blue fleece vest and/or jacket with College logo  
  - Purple PE top  
  - Navy or black PE shorts