



# RISSALAH COLLEGE

## UNIFORM POLICY

### POLICY AND PROCEDURES DOCUMENTS 2017

#### **Policy Review**

*This Policy was approved on 1<sup>st</sup> March 2017 and will be reviewed at least every two years. The next due date for review is therefore 1<sup>st</sup> March 2019. Where any material change is deemed appropriate to be made to this Policy, it may be amended and submitted for review and approval at an earlier date.*

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## **Uniform Policy Aims**

It represents to the community a unified and disciplined image.

It promotes a sense of team in the students and order in the school.

It enables all students to appear equal as members of the school, regardless of parental economic circumstances.

It prevents the undesirable practice of competitive dress-up between students.

It fosters school spirit and pride.

It lessens clothing expenses for parents.

It makes recognition of our students easier and hence improves safety should one of our students go missing during school hours, or on the way to or from school.

To identify that school uniform is an important part of the school culture and is a compulsory part of attending Rissalah College.

To set consequences for non-compliance of uniform code.

## Uniform Policy Procedures

- Students are requested to wear school uniform at all times, unless a special program or event is taking place at school (in this event prior notice will be given to students and parents).
- Cleanliness and neatness are promoted and are of utmost importance.
- The school uniform is available at all times through the school office.
- Sports jackets and blazers are to be worn to and from school always.
- The wearing of jewelry is restricted to sleepers or studs in the ears, a watch and hair accessories. All hair accessories are to be in school colours only.
- The wearing of make up is not allowed at school, including nail polish.
- Children are to have appropriate hairstyles. Both boys and girls should not dye (colour) their hair. Boys must have short haircuts that are neat and tidy. There should be no shaved sides nor should gel be applied to spike up hair. There will be zero tolerance for this breach of the uniform policy.
- Suitable footwear will be worn at all times: Black leather school shoes and for sport days, runners that are predominantly white or black.
- At Rissalah College, there are two different school uniforms: one is the Day- to-Day uniform and the other is the Sports uniform. The following table will state what days what uniform should be worn. (Please note: these days are subject to changes during the year. In the event of a change, parents will be notified beforehand.)

| Day / Year         | Infants (K – 2)                          | Seniors (3 – 6)   |
|--------------------|--|-------------------|
| Day to Day Uniform | Monday, Tuesday, Wednesday<br>and Friday | Monday - Thursday |
| Sports Uniform     | Thursday                                 | Friday            |

## **Student Behaviour While Wearing the School Uniform**

Students must behave appropriately at all times and follow the School Code of Conduct while they are wearing the school uniform, even when they are traveling to and from school.

While wearing the school uniform students are representing Rissalah College and their behaviour will reflect on our school. Any student who has been found to have behaved inappropriately while wearing the school uniform will be dealt with by the Deputy Principal according to the School's Student Discipline Policy.

## **Uniforms**

### **Girl's Uniform**

#### Day to Day Uniform

- Yellow long sleeve shirt
- Rissalah College dress (in school colours)
- Small tie with RC (standing for Rissalah College)
- Navy Blue jumper with Rissalah College emblem
- Navy Blue blazer with Rissalah College emblem
- White Scarf with Rissalah College Trim (compulsory for years 4 – 6)
- Navy Blue hat with Rissalah College emblem
- Blue stockings or white socks
- Black lace up leather school shoes

#### Sports Uniform

- Rissalah College Tracksuit (pants and jacket)
- Yellow long sleeve polo shirt with Rissalah College emblem
- White socks
- White runners
- Navy Blue hat with Rissalah College emblem

## Boy's Uniform

### Day to Day Uniform

- Yellow long or short sleeve shirt
- Navy Blue pants or  $\frac{3}{4}$  pants
- Navy Blue tie with Rissalah College emblem
- Navy Blue jumper with Rissalah College emblem
- Navy Blue blazer with Rissalah College emblem
- Navy Blue hat with Rissalah College emblem
- White socks
- Black lace up leather school shoes

### Sports Uniform

- Rissalah College Tracksuit (pants and jacket)
- Yellow long or short sleeve polo shirt with Rissalah College emblem
- White socks
- White runners
- Navy Blue hat with Rissalah College emblem

## Consequences

If for any reason a student does not wear the correct school uniform, a note will be necessary from parents. Should a student continually appear at school out of uniform, or wearing items that are not part of the school uniform, or wearing dirty and/or torn uniform items, the school will follow the steps below:

| Offence Number          | Consequence   |
|-------------------------|---|
| 1 <sup>st</sup> Offence | Warning from teacher/ deputy principal or principal                           |
| 2 <sup>nd</sup> Offence | Note sent home and returned with reason and parent's signature (See appendix) |
| 3 <sup>rd</sup> Offence | Student is sent home from school  |
| 4 <sup>th</sup> Offence | Student is sent home from school  |
| 5 <sup>th</sup> Offence | Student is suspended  |

## Appendix A

Date: \_\_\_/\_\_\_/\_\_\_

Dear \_\_\_\_\_

Assalamu Alaikum (WRB)

Your son / daughter \_\_\_\_\_ of class \_\_\_\_\_ was not wearing the appropriate school uniform today. It is the policy of the school that every child must be in full school uniform everyday they come to school.

### Comments

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If your child attends school wearing incorrect school uniform your child will be sent home. Could you please rectify this matter by either buying correct school uniform or discuss this with your child. It would be appreciated if you could return the slip below with a comment and a signature.

Wassalam Alaikum

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Class Teacher

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Deputy Principal

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Students Name: \_\_\_\_\_ Class: \_\_\_\_\_

Parents Comment

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Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_