

Approving Body: SLT Date of review: May 2020 Date of approval: 23 June 2021		Issue Number: (2) Review Due: Trinity 2021	
<h2>Policy for Uniform and Appearance Including School Shop Information</h2>			
Owner:	Deputy Head (Pastoral)	Author(s):	Deputy Head (Pastoral)

- | |
|--|
| <input checked="" type="checkbox"/> Policy required by ISI (inspection use)
<input type="checkbox"/> ISI requirement for publication on website
<input type="checkbox"/> Internal decision to publish on website
<input type="checkbox"/> Internal only
<input type="checkbox"/> Required reading for all staff
<input checked="" type="checkbox"/> Required approval by Governor Committee |
|--|

Executive Summary

A high standard of personal appearance is expected of all pupils. Through our uniform and dress codes we aim to:

- 1) Encourage pride in the school;
- 2) Encourage a sense of equality and cohesion;
- 3) Protect pupils from social pressures to dress in a particular way;
- 4) Ensure that girls of different social, religious and ethnic groups feel welcome;
- 5) Support teaching and learning;
- 6) Provide a safe and secure environment in which pupils learn how to dress appropriately;
- 7) Educate pupils in the variety of dress-codes they will encounter in their professional social lives;

In these ways, the uniform and dress codes support the overall aims of the school.

Sherborne Girls Uniform Shop

Sherborne Girls School Shop

Mulliner Trading (Sherborne) Ltd

Bradford Road

Sherborne

Dorset DT9 3QN

T. 01935 818211 E. schoolshop@sherborne.com

Contents

Uniform Regulations for all girls	4
Dress Codes.....	4
Appearance during the school day (08:00 – 17:00)	4
Appearance out of school hours	4
Appearance outside the school site.....	4
Labelling	4
Summer Dress	5
Uniform report.....	5
L4 – U5 (Years 7 – 10) Uniform Regulations	6
During the school day (08:00 – 17:00).....	6
Compulsory Regulation School Uniform available from the School Shop only:.....	6
Compulsory Regulation School Uniform available from a retailer of your choice:	6
Hair, jewellery and make-up:.....	6
Sixth Form Uniform Regulations.....	7
During the School day (08:00 – 16:25).....	7
Compulsory Regulation School Uniform available from the School Shop only:.....	7
Compulsory Regulation School Uniform available from a retailer of your choice:	7
Hair, jewellery and make-up is limited to:.....	8
Uniform requirements for PE/ Games (including Non-team sport)	9
Uniform requirements for Adventure & Leadership (L5 only)	10
Other Uniform Requirements.....	11
Abbey Services and School Prayers.....	11
Uniform requirements for Musicians	11
Uniform requirements for Drama/Theatre Studies (M5-U6 only).....	11
Additional compulsory items for boarders	11
Sherborne Girls School Shop Services.....	13

Uniform Regulations for all girls

Dress Codes

All pupils should bring to school outfits appropriate for a variety of functions:

- School uniform/sports kit/drama uniform as required
- Casual (e.g. in house, weekends in school)
- Smart casual (e.g. mufti day, in town). For example: jeans, top or sweater (not too strappy and no bare midriff)
- Semi-formal (attendance at concerts/lectures as directed; lunches with visiting grandparents; supper with the headmistress). For example: smart trousers (not jeans) or skirt and top / dress. Skirt or dress no more than about 5cm above the knee
- Day formal (e.g. confirmation service, commemoration day). For example: day dress, trouser suit, or skirt and jacket/blazer
- [Sixth form only] Formal/Black tie (e.g. formal dinners, balls, etc.)

Examples of these dress codes can be found at the end of this booklet.

Appearance during the school day (08:00 – 17:00)

All pupils are expected to uphold the uniform expectations as listed in this booklet at all times during the school day, including time spent moving between lessons. When in academic lessons, sixth-form pupils should wear their jackets at all times unless permission to remove them is requested and granted. Any pupils who have been given permission to visit Sherborne during lesson times should be in school uniform. School trips will require either uniform (or suits for Sixth Form) or smart casual.

Appearance out of school hours

Outside of the school day (i.e. after timetabled lessons, or during evenings and weekends), pupils may wear casual clothes on the school site, but they are still expected to look tidy and presentable. Casual clothes may be worn at the weekends from 12 noon on Saturdays (if not involved in sport) and Sundays (except for official school activities such as Open Houses and Abbey services). Casual clothes may sometimes be worn on trips out of school (e.g. to the theatre). Pupils should dress appropriately for the destination of the trip and respect the instructions given by the supervising staff. Day pupils must arrive at school each day in uniform.

Appearance outside the school site

Pupils should be aware that they are recognisable as members of Sherborne Girls even when not in uniform. Appearance in Sherborne should therefore be respectable at all times and should not bring the school into disrepute. If and when they have cause to visit the town in uniform, they should ensure that the full uniform requirements are met, as opposed to a mix of uniform and casual clothes. PE kit or tracksuits are not to be worn in the town.

Labelling

Everything brought to school must be clearly marked with name tapes, with at least the pupil's surname in full followed by their house initials (e.g. Bloggs RH).

Summer Dress

When summer dress is declared, suit jackets may be removed, and short-sleeved shirts may be worn.

Permission to wear summer dress is granted by the Deputy Head (Pastoral) via houseparents' and in consultation with the Headmistress.

Uniform report

Breaches of the school dress code will be informally corrected in the first instance, but repeated breaches will be treated as a disciplinary matter.

If a pupil is found to be incorrectly dressed, she may be issued with a uniform concern, via iSAMS. Pupils may be issued a uniform concern by any member of staff who deems their appearance to be in contravention of the dress code. Pupils who receive three uniform concerns in a half term are placed on Uniform Report and will be required to ask their teachers to sign their report card after every lesson to confirm that uniform standards have been met. Uniform Report also entails reporting to a designated member of staff at regular intervals (morning, lunch and after school) across a period of up to three days.

Further or serious breaches of expectations will be escalated along the lines of the school's disciplinary procedures.

L4 – U5 (Years 7 – 10) Uniform Regulations

During the school day (08:00 – 17:00)

Throughout the school working day uniform should be worn. Games/drama kit should only be worn in the session in which there are games/drama lessons: it should not be considered a substitute for school uniform. For health and safety reasons, bare legs should be covered (by SG games kit) in science, food and nutrition and any other lessons as required for health and safety reasons.

Compulsory Regulation School Uniform available from the School Shop only:

- 1 Navy blazer - to be worn for formal school events
- 2 School kilts/navy trousers
- 2 Navy V-neck pullover with school logo
- 6 White shirts (short sleeve may be worn in the summer)

Compulsory Regulation School Uniform available from a retailer of your choice:

- 8 Pairs black tights or white ankle socks (also available in school shop)
- 1 Pair plain, low-heeled (less than 2.5cm) black shoes (no trainers, suede, canvas, moccasin or boot or ballet styles), suitable for walking round the school campus

Hair, jewellery and make-up:

- One stud earring in the *lobe* of each ear; no other visible piercings
- One fine gold or silver chain necklace with small pendant
- Rings are not to be worn
- Makeup or nail varnish must not be worn
- Hair must be a natural colour, sensible in style with no extreme variation in length, kept clean and tidy and must be tied back
- Simple, unostentatious hair bands or clips should be used: no bandanas
- Pupils who return to school with unnatural hair colour (or dye their hair whilst at school) will be booked into a local hairdresser to have the colour removed, dyed or cut, with the cost added to the school bill. The same applies to outlandish hair styles/cuts
- All jewellery must be removed for PE/Games
- Tattoos are not permitted.

Pupils who present for school in unkempt or unsuitable attire (including laddered tights) will be issued a uniform slip. See [Uniform Report Card](#) for more information.

At weekends and evenings, the rules regarding jewellery, hair and makeup are relaxed, bearing in mind the requirements to look presentable.

Sixth Form Uniform Regulations

During the School day (08:00 – 17:00)

Sixth Form pupils should uphold the reputation of Sherborne Girls as a respectable learning environment. Pupils should consider at all times whether their appearance would be appropriate in a professional workplace.

The SG Sixth Form suit comprises a jacket and a skirt or trousers, available from the school shop only. All sixth-form pupils should own at least six shirts for School, two or more must be from the range available in the school shop. These may be added to with shirts of their own choice, provided they meet the requirements listed below. School shirts will be required for four mornings, open days, Abbey services and any other formal days as directed by the school. A fine-knit jumper may be worn under the jacket but may not be a substitute for a shirt. Please see below for further guidelines about shirts and tops. Ties are not worn; shirts are open-necked.

Suits should be worn throughout the school working day and for any formal occasions in the evenings (such as lectures and concerts). Sixth-form pupils should not walk around the campus without wearing their jackets.

Games/drama kit should only be worn in the session in which there are games/drama lessons; pupils should change back into their suits at the earliest opportunity. See [Uniform requirements for PE/ Games \(including Non-team sport\)](#) for further information.

Compulsory Regulation School Uniform available from the School Shop only:

- | | |
|----|--|
| 1 | Sherborne Girls navy suit jacket |
| 1 | Sherborne Girls navy suit skirts and/or trousers |
| 2+ | Sherborne Girls shirts, from a range of styles and colours |

Compulsory Regulation School Uniform available from a retailer of your choice:

- | | |
|----|---|
| 4+ | Shirts (buttoned, collared. Long or short sleeved). |
| 1 | Pair plain, low-heeled (less than 2.5cm) black or brown leather or leather-look shoes (no trainers, boots, ballet-style shoes, suede or canvas) suitable for walking round the school campus. |
| 8 | Plain black or navy tights |

Attire must be appropriate for a professional workplace:

- No ostentatious designs, patterns, logos or images
- No strappy tops/vests - shoulders must be covered
- No t-shirts
- No zipped tops
- No hooded tops
- No baggy or chunky jumpers or tops
- Nothing that does not fit smartly under the suit jacket

Optional Additional Uniform:

- Fine-knit jumper (from a retailer of your choice), provided it has no obvious branding or pattern
- Plain navy scarf

Hair, jewellery and make-up is limited to:

- One earring in the lobe of each ear: only studs or discreet/short gold or short pendant earrings. No hoops
- No other visible piercings
- One fine gold or silver chain necklace with small pendant
- One unostentatious ring (not to be worn in science lessons or Leith's classes; it is the pupil's responsibility to ensure they are removed and kept safe)
- Hair must be a natural colour, sensible in style with no extreme variation in length, kept clean and tidy and may be worn up or down. Pupils who return to school with dyed hair (or dye their hair whilst at school) will be booked into a local hairdresser to have the colour removed, dyed or cut at their own expense. The same applies to outlandish hair styles/cuts
- Discreet make-up and natural (clear or nude tones), unchipped nail varnish (no patterns/designs, no glitter, no nail extensions or acrylics) may be worn
- All jewellery must be removed for PE/games
- Tattoos are not permitted and may not be visible at any time.

Formal Dress

- For formal occasions, sixth-form pupils should have an evening/cocktail dress, knee length or longer which has sleeves or straps and is comfortable to sit down in. Other formal options include a formal jumpsuit, or trousers with a smart top.

Pupils who present for school in unkempt or unsuitable attire (including laddered tights) will be given a uniform slip. See [Sixth Form Uniform Report Card](#) for more information.

Uniform requirements for PE/ Games (including Non-team sport)

Compulsory Regulation Uniform available from the School Shop only:

1	Sherborne Girls sports bag
1	Sherborne Girls backpack
1	Sherborne Girls water bottle
1	Kukri navy (or 1st team) hoodie
1	Kukri navy polo shirt for games lessons (winter)*
1	Kukri white polo shirt for games lessons (summer) and PE lessons*
1	Kukri house colour polo shirt
1	Sherborne Girls playing top for fixtures
1	Kukri track suits trousers
1	Navy school shop issue Skort*
1	Navy Sherborne Girls skins (leggings)
2	White and blue knee socks
1	House colour knee socks
1	Navy swimming costume
1	House colour swimming cap
1	Limitless sports bra (where necessary)*
1	Reversible bib**

** pupils may wish to purchase more than one, once they have established the number of weekly sports commitments. Very sporty pupils are advised to buy two from the outset.*

*** only for those that choose lacrosse; ordered and billed by the PE department via School Shop.*

Compulsory Regulation School Uniform available from a retailer of your choice:

1	Pair white non-marking indoor sports trainers
1	Pair outdoor sports trainers
1	Pair football boots for lacrosse
1	Pair astroturf shoes for hockey
4	Pairs short white towelling socks (also available in school shop)
1	Sports towel
1	Pair shin pads (also available in school shop)
1	Mouthguard (hockey and lacrosse) (also available in school shop)
1	Hockey or Lacrosse stick (depending on chosen sport) (also available in school shop)
1	Lacrosse goggles (also available in school shop)
1	Cricket helmet (also available in school shop)

Sixth Form – Oxley Fitness Wear:

1	PlayerLayer black leggings (available in school shop)
1	Navy hoodie (available in school shop)
1	Limitless sports bra (available in school shop)
1	White, Nav, of Black T-shirt, unbranded (from a retailer of your choice)
1	Pair non-marking indoor sports trainers (from a retailer of your choice)

Sport, Adventure & Leadership (all girls)

Optional Uniform (available from the School Shop only)

- 1 Sherborne Girls navy waterproof *
- 1 Sherborne Girls dry robe

** The waterproof may be worn around the school site but it is not to replace the blazer or suit jacket.*

Pupils may attend School Prayers in PE kit only if they have PE/Games during periods 1 to 3 that day, otherwise they are expected to change during morning break or lunchtime. When in School Prayers, skins or tracksuit trousers should be worn under skorts.

Sports Leaders/House/Tour hoodies or trackies are **not** part of the school uniform and may not be worn during the school working day. No substitutions may be made to the above. Travel to and from away fixtures should be in official school kit. No jewellery of any sort may be worn during sports lessons and matches. Sixth-form pupils may wear personal sports attire only when visiting the Oxley Sports Centre outside of school hours. At all other times, pupils should either wear their PE kit or approved Oxley Fitness Wear.

Uniform requirements for Adventure & Leadership (L5 only)

Available in the school shop or from a retailer of your choice. Girls will require this clothing and equipment in the Lent and Trinity terms:

- 1 Waterproof jacket and trousers (fully waterproof and windproof)
- 1 Walking Boots (waterproof and above the ankle)
- 1 Walking Socks
- 1 Hat and Gloves
- 1 Head Torch
- 1 Compass (SILVA Expedition 4)
- 1 65 litre rucksack (Trinity term)
- 1 Sleeping bag (Trinity term)
- 1 Roll Mat (Trinity term)

Other uniform requirements (all girls)

Other Uniform Requirements

Abbey Services and School Prayers

- School Prayers (School Hall) – school uniform for L4-U5; suits for Sixth Form. Pupils may attend in PE/drama kit if they have PE/drama during P1 or 2. If in PE kit, tracksuit trousers (or skins) must be worn under skorts
- Sunday Services (School Hall) – casual unless otherwise directed
- Abbey Services – school uniform including blazers for L4-U5; suits with school shirts for sixth formers. All pupils are expected to look tidy, i.e. 'Sunday Best'. Members of the Senior Choir wear school uniform/suit with their choir gowns.

Uniform requirements for Musicians

For solo and ensemble performances, e.g. orchestras and choirs.

Compulsory Regulation Uniform available from a retailer of your choice:

- | | |
|---|---|
| 1 | Black shirt/blouse |
| 1 | Black skirt (not shorter than knee length; longer for cellists) or smart black trousers |
| 1 | Pair black shoes |
| 1 | White blouse (Senior choir, for choral society concerts) |
| 1 | Music case for girls who have additional Music lessons |

Please note that members of the senior choir are given robes which are worn over their uniform.

Members of the Madrigals Society may wear a long black dress in substitution for the black skirt and blouse.

Uniform requirements for Drama/Theatre Studies (M5-U6 only)

Compulsory Regulation Uniform (available from the School Shop only):

- | | |
|---|--|
| 1 | Black dance top or T-shirt |
| 1 | Black trousers. No leggings, jeans or jeggings |
| 1 | School drama sweatshirt |

Additional compulsory items for boarders

- | | |
|---|---|
| 1 | Duvet |
| 2 | Duvet covers (sheets, pillows and cases are provided) |
| 2 | Bath towels (looped) |
| 1 | Wash bag with toiletries (including brush, toothbrush and nit comb) |
| 1 | Dressing gown |
| 1 | Pair of slippers |
| 1 | Shoe cleaning kit |
| 1 | Overnight bag |
| 1 | Trunk/suitcase |
| 1 | Laundry bag/box for storing dirty laundry |
| 1 | Tuckbox (lockable and named) not to exceed 55cm x 40cm x 35cm. |
| 1 | Waterproof coat for trips |

Other uniform requirements (all girls)

Boarders will also need casual clothes and shoes, nightwear, underwear, coat hangers, a small meshed laundry bag (named, for smaller laundry items) and enough name tapes to label every individual item of clothing.

Sherborne Girls School Shop Services

Term Time opening hours

Monday to Friday 9.00am – 5.00pm (Closed for lunch 12.30pm – 1.00pm)

Please note the shop may close early on Exeat Fridays.

Summer opening hours will vary so it is best to contact the school shop directly.

Shop Accounts

All items are available to purchase with cash, debit/credit card or charged to account. Purchases on account are made on production of a valid school shop card.

All pupils are allocated an account when they arrive at Sherborne Girls. This account will enable your daughter to purchase items from the very beginning of term so that she is completely prepared for life in the classroom. Accounts are automatically capped, with allowances set at £135 for stationery/toiletries, £50 for tuck and £30 for Queenies Cafe in the Merritt Centre (per term).

If you wish to change your daughter's allowance, please email the school shop schoolshop@sherborne.com with your desired amount. Limits can be adjusted (up or down) at any time during the school term. Setting an allowance for uniform is not necessary as all single purchases over £30 require parental permission, which can be given via email, a phone call or your daughter can collect a permission form for signature by the relevant houseparent or matron.

All purchases made on account will be collated and included on the termly bill in the extras schedule.

General information

The school shop stocks all school requirements for pupils including:

- All items of school uniform
- Hockey, lacrosse sticks, lacrosse goggles and tennis rackets
- Duke of Edinburgh kit (sleeping bags, rucksacks, waterproofs etc)
- Toiletries and hair accessories
- Greeting cards, gifts, wrapping paper and stamps
- Selection of confectionery and healthy alternative snacks and soft drinks
- School stationery (all new pupils are issued with a basic stationery pack on arrival)
- Scientific calculators (required for all L4-U5 girls)

All staff are equipped with a pen-enabled device and will be using digital technology in every lesson to develop and extend the curriculum. All pupils will be expected to make use of a pen-enabled device with a keyboard during their lessons. All pupils have access to Office 365 which allows them to download the Office suite onto their personal device and work collaboratively through the Sherborne Girls SharePoint.

For parents purchasing a new device (not available from the school shop), the ideal product is a **Microsoft Surface Pro, Microsoft pencil and keyboard case**. If pupils already own an iPad, there is no need to purchase a new device, but we request that they are equipped with a stylus and keyboard compatible with their device. Whatever device they have, it is important that they have a pen-enabled device (interactive screen).

School Shop Information

New Pupil appointments

The school shop offers a full personal fitting service for new pupils. This is available by appointment on weekdays, including the summer holiday period, and will take approximately 45 – 60 minutes.

Please note that full payment is required for your daughter's initial uniform purchase, although once the school year has begun, further purchases can be added to the school bill either by yourself or your daughter for items under £30.00 (your permission is required to exceed this limit).

We pride ourselves on a personal and relaxed fitting service for pupils and parents and aim to make your visit to our shop enjoyable and informative.

To make your fitting appointment, please telephone (01935) 818211 or email schoolshop@sherborne.com at your earliest convenience.

Services available

The school shop offers the following services:

- Personal fitting appointments
- Uniform orders over the phone, via email, by post, or through the online shop: <https://sherbornegirlsshop.com/>
- Name tapes and self-adhesive label orders
- Labelling (at an additional charge invoiced directly to you)
- Storage of uniform and delivery to the pupil's boarding house, ready for the start of term.

Nearly New Uniform

The school shop carries a limited stock of nearly new current uniform. This is available on a first come first served basis, but it must be noted that stock and sizes of particular items cannot be guaranteed. The normal selling price of nearly new items is approximately 50% of the cost of new items, although items are individually inspected and priced based on condition.

We are happy to accept current, excellent condition, laundered items for resale. Please contact schoolshop@sherborne.com for a copy of the paperwork required to accompany resale items.

Items are held for sale for two years only. After this time, garments are donated to charity.

