



# UNIFORM POLICY

Policy implemented: May 2023  
Last reviewed: February 2025  
Next review due: February 2027

## 1. Summary

At Ingfield Manor school, we value our school uniform as a symbol of belonging to our school community, which students take pride in.

We believe that it is important that students feel comfortable in school, and wear clothes that support their well-being. Due to the nature of special educational needs, we also recognise that adaptive clothing may be necessary for some students.

Specific School uniform (with approved logo) can be purchased direct from:

**Broadbridges**

3 Piries Place, Horsham, RH12 1EH

Tel: 01403 259620

**Uniform can be ordered** online at: [Ingfield Manor - Broadbridges](#)

Ingfield Friends also have a small number of pre-loved uniform for sale through their New2You shop.

Where the cost of uniform remains a concern, parents or carers should speak to a member of the senior leadership team who can potentially support parents or carers to set up payment plans and / or signpost towards other avenues of support.

Ingfield Manor school will not allow uniform issues to prevent student attending the school and will always seek solutions with parents and carers.

## 2. Document Control

<b>Initial purpose and scope of the new policy/procedure agreed by:</b>	James Winchester February 2025
<b>Technical review carried out:</b>	
<b>Final Information Governance quality check carried out:</b>	
<b>Date implemented:</b>	Feb 2024
<b>Version Number:</b>	V2
<b>Date of the next review:</b>	February 2027
<b>Department responsible:</b>	Education
<b>Job Title of Lead Person:</b>	James Winchester, Principal

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## 4. Principles

### **The Uniform:**

Across the school, pupils may choose to wear trousers (including tracksuit bottoms) or shorts, that are black, dark grey, or navy blue in colour. Shorts must be close to the knees in length.

We discourage the wearing of skirts and / or dresses due to the physical nature of our curriculum. If dresses / skirts are worn, it is a strong recommendation of the school that cycling type shorts are worn underneath.

Where possible, all trousers / shorts should be plain and without logos or other colours.

Students are asked to wear a plain polo shirt with the school's logo. This is determined by the student's year group.

Primary (years R – 6) – Red polo shirt

Secondary (years 7-11) – Blue polo shirt

Sixth form students – free to choose their own clothes (please ensure they remain practical)

In the summer months, cooler cotton tops are permitted in the appropriate department colours. Summer dresses are permitted, in the appropriate department colours – with the strong recommendation that cycling type shorts are worn underneath.

### **Footwear**

Shoes should be chosen for comfort. We recognise that due to the mobility needs of some of our students, specialist footwear may be a necessity and / or trainers are the best option for stability. If trainers are worn, these should be plain in nature (Any flashing lights and brighter colours to be avoided please).

### **PE**

If your child changes for Physical Education, then we ask for loose fitting shorts and a t-shirt for students to change into. Students are permitted to bring a hoodie / relaxed style jumper and jogging trouser bottoms for the colder weather.

Woodview students must have trainers and have non marking soles.

Where students may need to change for hygiene reasons, please ensure a supply of spare uniform is sent in your child's school bag and replenished frequently.

### **Weather**

All students should bring in their school bag attire for all weathers ie. Waterproof / warm coat, sun hat and suncream.

### **Outdoor Learning**

Students accessing our Woodview provision are required to have the following for Outdoor Learning activities which should be kept in school during term time:

- Warm, waterproof coat
- Wellington boots

Seasonal items, such as a woolly hat/scarf/gloves for Winter or sun hat for Summer, are optional but advised.

## **5. Personal Possessions**

### **Jewellery**

Any Jewellery that could be deemed a risk to self or others is not permissible in school (a simple wristwatch, and stud earrings are acceptable). School cannot take responsibility for any worn jewellery going missing.

### **Mobile phones**

Use of mobile phones is not allowed to be used during the school day. Students who carry a mobile phone to and from school will be asked to hand these over to the class teacher at the beginning of the school day. This is also the same for any I-pad or similar electronic device. Items will be returned to students at the end of the school day.

## **6. Areas of Governance**

This policy has been written with expert contribution from appropriate stakeholders. The SLT will monitor, reflect on and gain organisational learning from the implementation of this policy. This policy will be reviewed and updated two years from implementation by SLT unless legal changes demand a timelier amendment.

The application of this policy and its associated documents is mandatory for all colleagues, volunteers, agency staff and all other Salutem representatives. Staff understanding of this policy and associated documents will be assured through training, assessment of competency and supervision.

Staff understanding of this policy will be assured through training and the delivery of awareness raising workshops as deemed necessary by SLT. The people we support will be involved in the review to ensure it captures the important issues for them.

## **7. Areas of Responsibility**

The Principal is responsible for the implementation of this policy.

All staff have a responsibility for enforcing this policy.

## **8. Learning and Development**

Salutem is committed to ensuring that all staff are aware of what is expected of them so that everyone is appropriately supported. Staff should speak to their line manager in relation to their learning needs using supervision and through the appraisal process.

## **9. Associated Documents**

Student Code of conduct

## 10. Version Control

This is a controlled document. As a controlled document, any printed copies of this document, or saved onto local or network drives should be actively monitored to ensure the latest version is always available.

Version Number	Date	Status	Changes
V1.0	27/06/2023	Published	New policy
V2.0	14/02/2025	Published	Reviewed