

Woodbridge School
SIXTH FORM IMPROPER UNIFORM POLICY

1 Policy

Sixth formers are required to adhere to a uniform guideline which is set out in the sixth form handbook. Failure to comply with the School's expectations (which are non-negotiable) will result in the following formal procedure.

2 Procedure

Students will be spoken to by their tutor or any other member of staff and reminded of the uniform guidelines. At this point the member of staff will pass the student's name to Ms N Carter (by e-mail or a note in her pigeon hole by break time). At this point the School will contact the parents by letter and a written record will be kept of the notification. Parents will be told that if the student comes to school inappropriately dressed again, he/she will be sent home to correct his/her dress.

If a student fails to correct their uniform and is spoken to a second time (and all subsequent times), the student will be sent home to alter their clothing, as appropriate, and a written record will be kept by Mrs N Carter. If the student is unable to take themselves home via their own transport or parents cannot collect them, the School will organise suitable transport for the student (local taxi firm), and the expectation will be that the student will change and return back to school. The cost of this will be added to the school bill.

Step number 2 will be repeated as many times as necessary to ensure that the School's standards are being maintained.

Checked by M R Streat 10/10/09