

# Heritage College

## Uniform Policy



### Document Control

Revision Number	Implementation Date	Review Date	Description of Changes	Prepared By	Approved By
002	15 Nov 2021	Nov 2022	Approved	Exec Leaders	School Council
003	02 Nov 2022	Nov 2023	Minor Changes	Exec Leaders	
004	20 Nov 2023	Nov 2024	Minor Changes	Exec Leaders	



## Rationale

Wearing the college uniform is a condition of enrolment at Heritage College. For the student, uniform instils a sense of belonging and reinforces pride in appearance. Students are ambassadors who represent Heritage College within the local community, and consistency in uniform represents Heritage College at the highest possible standard.

## Aims

This policy aims to achieve the following:

- To create a comprehensive statement for all uniform items;
- To provide transparency regarding uniform decisions;
- To provide clear, easy-to-understand direction on how to wear both Academic and Sports Uniform;
- To provide direction on the overall image of the college in the community.

## Definition

- Academic Uniform: the assembled uniform elements for academic dress.
- Sports Uniform: the assembled uniform elements for sporting events.
- Graduand Uniform: the assembled uniform elements for graduation events.
- Formal Wear: the requirements for non-uniform formal wear for special events.
- Official Supplier: the supplier of Heritage College Uniform elements, Noone Imagewear.
- Uniform Committee: representatives selected for decisions regarding uniform.
- Uniform Stakeholders: selected to steer decisions by Uniform Committee.

## Implementation

- The Uniform Policy applies during school hours, travelling to and from school, during excursions and sporting events.
- The Principal is responsible for the implementation of the Uniform Policy. Heads of School, School Coordinators, Level Leaders, Uniform Coordinators and teaching staff are to be aware of and uphold the policy.
- Parents are to uphold the policy by purchasing uniform items only from the Official Supplier
- Quality second-hand uniform items may be purchased from [Sustainable School Shop](#).
- Uniform items that are not purchased from the Official Supplier do not form part of the official uniform collection and families will be notified that they are in breach of the policy and what steps can be taken to rectify.
- Students are to abide by the policy at all times.
- Garments are to be well-fitting. Tailoring may be required from time to time and it is recommended that this is carried out by the Official Supplier at a minimal cost. It is recommended this is undertaken through the holiday period as a minimum two-week turnaround applies.
- From time to time, free dress may be permitted during Free Dress Days and Camps. Students are expected to abide by the guidelines outlined below.



### Academic Uniform

- Summer and Winter Academic Uniform items are specified in the Appendices.
- The academic uniform is to be clean and neatly pressed at all times. Students wearing uniform elements that are noticeably damaged, torn, pilling or discoloured will receive a written request to update the garment.
- The Summer Academic Uniform is worn during Terms 1 and 4. The Winter Academic Uniform is worn during Terms 2 and 3.
- Blazers are compulsory for all Years 7 - 12 students.
- A blend of sports and academic uniforms is not acceptable.

### Sports Uniform

- Sports uniform is required for sporting events or sports-related classes.
- Failure to wear the Sports Uniform without a written explanation from parent/guardian may prevent the student from participating in Sport and Recreation classes until the uniform is remedied.
- Subsequent breaches without remedy may deem students ineligible to participate in inter-school competitions.
- A blend of sports and academic uniforms is not acceptable.

### School Captains

- School Captains are expected to attend campus events in their Academic Uniform with blazers.

### Formal Events and Ceremonial Days

- Throughout the year there are a number of special occasions where students will be required to wear Academic Uniform. For these occasions, please note the following:
  - **Summer events.** Blazer must be worn as a first preference (compulsory for students in Years 7 to 12). If students do not have a blazer, the college pullover in good condition may be worn.
  - **Winter events.** Pullover may be worn in addition to the blazer.
- Events such as Valedictory Dinner or Year Level Graduations are held at the conclusion of the academic year and have a formal dress code. Prior to the event, students must plan their outfit using the guidelines provided in Appendix C (Special Events, Photo Day and Graduation). Failure to do so may jeopardise student participation in the event.

### Graduand Dress Code

- Year 12 students attend Presentation Night to receive their Year 12 award and are expected to wear the Winter Academic Uniform. Students must follow college standards for dress and appearance as set out in Appendix C (Special Events, Photo Day and Graduation) below. Students will be checked prior to the ceremony, and failure to abide by guidelines may jeopardise student participation in the event.

### Uniform Committee

- A Uniform Committee is established to discuss major reviews or changes to the student uniform. Feedback and questions relating to uniform and dress standards are welcomed by emailing [uniform@heritagecollege.vic.edu.au](mailto:uniform@heritagecollege.vic.edu.au).
- Should any change to the prescribed uniform as set out in the attached Appendices be required, a period of consultation with stakeholder groups will be undertaken. Considerations regarding durability, cost and suitability will be considerations.
- The uniform range is selected from fine quality materials in conjunction with the official uniform supplier. Any amendments will be agreed upon and approved by the Uniform Committee.



## Communication

- The Uniform Policy, including details of uniform items, will be available to staff and parents via the website and SEQTA Engage. Updates will be communicated via the college newsletter and SEQTA Engage.

## Breach of Uniform

- If a student is not in proper uniform in the first academic or sports period of the day, an email of explanation is required. Notifications in writing should be supplied to the Uniform Coordinator at the start of the day by emailing [uniform@heritagecollege.vic.edu.au](mailto:uniform@heritagecollege.vic.edu.au).
- The college follows the PB4L model for wearing uniform. The college has a four-step process if a breach of uniform occurs (refer to the [procedure for uniform breach](#)).

## Exemptions

- Parents seeking exemptions to the Uniform Policy must first apply in writing to the Principal. There are no guarantees that exemptions will be granted.

## Uniform Coordinators

- Uniform Coordinators are appointed to manage the non-uniform exemptions on a day to day basis. Uniform Coordinators commence their work 15 minutes before the first bell at both campuses. Students will be given a pink wrist band as an indication of the uniform exemption for the day. All exemptions are valid for the day only. Parent emails are checked for validity of reason and breach notices allocated if necessary.

## Garment Care and Attention

- Academic Jumper: must be in good condition and not faded, overly pilling or failing elasticity at the waist, wrist or neck.
- Tailored Pants: cuff areas are to be neat and tidy, not torn or ragged.
- Dress and Skirt: to be worn at an appropriate length (touching the knee when standing).
- Dresses and skirts should be neatly hemmed.
- Undergarments: must not be visible. Students with visible undergarments (eg. t-shirts, skivvies, shorts under dresses) will be asked to render them invisible or remove them.
- Black, polishable leather shoes should be polished regularly and before special events.
- Accessories: short supplies of ties, hats and socks are available to purchase at Reception on campus.

## Evaluation

This policy will be reviewed as part of the College's annual review cycle.

## Supporting Documents

- Second-hand Uniform Shop Policy
- Procedure for uniform breach (academic and sports)

[Ratified by Heritage College School Council 15 November 2021.](#)

## Appendixes

- Appendix A Academic Uniform Direction - Summer
- Appendix B Academic Uniform Direction - Winter
- Appendix C Sports Uniform Direction - Summer and Winter
- Appendix D Attire & Grooming
- Appendix E Events & Graduation



## Appendix A: Academic Uniform Direction - Summer

<b>Summer Uniform (Terms 1 and 4)</b> <i>All items must be purchased from the Official Supplier, Noone Imagewear</i>	
<b>Primary Students</b>	
<b>Boys and Girls Sport (Prep-6)</b>	
<p><b>Compulsory Garments</b></p> <p>Sports Shorts (embroidered with logo, navy)            Sports Short Sleeve Polo (embroidered with logo, navy)            Sports Track Pants (fleecy, double knee, navy)            Sports Jumper (short zip, polar fleece, embroidered with logo, navy)            Sports Ankle Sock (white with Heritage College branding and blue stripe)            Bucket Hat (embroidered with logo, navy)</p> <p><b>Optional Garments</b></p> <p>Softshell Jacket (embroidered with logo, navy)            Sports Long Sleeve Polo (embroidered with logo, navy)</p> <p><b>Optional Accessories</b></p> <p>Additional Hair Accessories (navy/black)</p> <p><b>Sports Shoes</b></p> <p>Sneakers (lace-up or velcro) of any colour; no casual or walking shoes permitted ie. Converse</p> <p><b>Swimwear</b></p> <p>Swimwear should be modest at all times.            Full cover one piece bathers for girls are preferable.</p>	
<b>Junior Academic Boys (Years 1 - 6)</b>	<b>Junior Academic Girls (Years 1 - 6)</b>
<p><b>Compulsory Garments</b></p> <p>Academic Shorts (embroidered with Heritage College branding, grey)            Academic Short-sleeved Shirt (embroidered with logo, white)            Academic Jumper (v-neck, embroidered with logo, blue)            Academic Sock (grey with red and blue stripe)            Bucket Hat (embroidered with logo, navy)</p> <p><b>Optional Garments</b></p> <p>Softshell Sports Jacket (embroidered with logo, navy)            Academic Pants (embroidered with Heritage College branding, grey)</p> <p><b>Optional Accessories</b></p> <p>Junior Backpack (embroidered with logo, navy)            Scarf (embroidered with logo, navy)            Additional Hair Accessories (navy/black)</p> <p><b>School Shoes</b></p> <p>School shoe (black polishable leather, with lace-up, velcro or buckle fastening)</p>	<p><b>Compulsory Garments</b></p> <p>Academic Dress (blue and white check)            Academic Jumper (v-neck, embroidered with logo, blue)            Academic Sock (white with blue stripe)            Bucket Hat (embroidered with logo, navy)</p> <p><b>Optional Garments</b></p> <p>Softshell Sports Jacket (embroidered with logo, navy)            Academic Pants (embroidered with Heritage College branding, navy)</p> <p><b>Optional Accessories</b></p> <p>Junior Backpack (embroidered with logo, navy)            Scarf (embroidered with logo, navy)            Summer Scrunchie (blue and white)            Additional Hair Accessories (navy/black)            Tights (navy)</p> <p><b>School Shoes</b></p> <p>School shoe (black polishable leather, with lace-up, velcro or buckle fastening)</p>
<p>Primary students must wear the college bucket hat during recess and lunch times and at sporting events during Terms 1 and 4. Students who fail to bring a hat during this time will be limited to outdoor undercover areas during break time.</p> <p>Heritage College accessories such as hats and socks are available to purchase at Reception on campus.</p>	



**Summer Academic Uniform (Terms 1 and 4)**

*All items must be purchased from the Official Supplier, Noone Imagewear*

**Secondary Students**

<b>Senior Boys (Years 7 - 12)</b>	<b>Senior Girls (Years 7 - 12)</b>
<p><b>Compulsory Garments</b>            Academic Shorts (embroidered with Heritage College branding, grey)            Academic Short-sleeved Shirt (embroidered with logo, white)            Academic Jumper (v-neck, embroidered with logo, blue)            Blazer            Academic Sock (grey with red and blue stripes)</p> <p><b>Optional Accessories</b>            Additional Hair Accessories (navy/black)            Scarf (embroidered with logo, navy)            Senior Backpack (embroidered with logo, navy)            Academic Pants (embroidered with Heritage College branding, grey)</p> <p><b>School Shoes</b>            School shoe (black polishable leather, with lace-up, velcro or buckle fastening)</p>	<p><b>Compulsory Garments</b>            Academic Dress (blue and white check)            Academic Jumper (v-neck, embroidered with logo, blue)            Blazer            Academic Socks (white with blue stripe)</p> <p><b>Optional Accessories</b>            Summer Scrunchie (blue and white check)            Additional Hair Accessories (navy/black)            Scarf (embroidered with logo, navy)            Tights (navy)            Senior Backpack (embroidered with logo, navy)            Academic Pants (embroidered with Heritage College branding, navy)</p> <p><b>School Shoes</b>            School shoe (black polishable leather, with lace-up, velcro or buckle fastening)</p>



## Appendix B: Academic Uniform Direction - Winter

<b>Winter Uniform (Term 2 and 3)</b> <i>All items must be purchased from the Official Supplier, Noone Imagewear</i>	
<b>Primary Students</b>	
<b>Boys and Girls Sport (Prep)</b>	
<p><b>Compulsory Garments</b></p> <p>Sports Shorts (embroidered with Heritage College branding, navy)            Sports Short Sleeve Polo (embroidered with logo, navy)            Sports Track Pants (fleecy, double knee, navy)            Sports Jumper (short zip, polar fleece, embroidered with logo, navy)            Sports Ankle Sock (white with blue band and red Heritage College branding)</p> <p><b>Optional Garments</b></p> <p>Softshell Jacket (embroidered with logo, navy)            Sports Long Sleeve Polo (embroidered with logo, navy)            Beanie (embroidered with Heritage College branding, navy with red stripes)</p> <p><b>Sports Shoes</b></p> <p>Sneakers (lace-up or velcro) of any colour; no casual or walking shoes permitted ie. Converse</p>	
<b>Junior Academic Boys (Years 1 - 6)</b>	<b>Junior Academic Girls (Years 1 - 6)</b>
<p><b>Compulsory Garments</b></p> <p>Academic Pants (embroidered with Heritage College branding, grey)            Academic Long-sleeved Shirt (white, worn tucked-in)            Academic Jumper (v-neck, embroidered with logo, blue)            Academic Sock (grey with red and blue stripes)            Tie (striped)</p> <p><b>Optional Garments</b></p> <p>Softshell Jacket (embroidered with logo, navy)            Beanie (embroidered with Heritage College branding, navy with red stripes)</p> <p><b>Optional Accessory</b></p> <p>Junior Backpack (embroidered with logo, navy)            Scarf (embroidered with logo, navy)            Belt (black, leather, silver buckle)            Academic Shorts (embroidered with Heritage College branding, grey)            Additional Hair Accessories (navy/black)</p> <p><b>School Shoes</b></p> <p>School shoe (black polishable leather, with lace-up, velcro or buckle fastening)</p>	<p><b>Compulsory Garments</b></p> <p>Winter Tunic (tartan check)            Academic Long-sleeved Shirt (white, worn tucked-in)            Academic Jumper (v-neck, embroidered with logo, blue)            Academic socks (navy with red stripe)            Generic navy socks (above ankle)            Tights (navy)            Tie (striped)</p> <p><b>Optional Garments</b></p> <p>Softshell Jacket (embroidered with logo, navy)            Academic Pants (embroidered with Heritage College branding, navy)            Beanie (embroidered with Heritage College branding, navy with red stripes)</p> <p><b>Optional Accessory</b></p> <p>Junior Backpack (embroidered with logo, navy)            Winter Scrunchie (tartan check)            Scarf (Heritage College branded, navy)            Additional Hair Accessories (navy/black)</p> <p><b>School Shoes</b></p> <p>School shoe (black polishable leather, with lace-up, velcro or buckle fastening)</p>



<b>Winter Academic Uniform (Term 2 and 3)</b> <i>All items must be purchased from the Official Supplier, Noone Imagewear</i>	
<b>Secondary Students</b>	
<b>Senior Boys (Years 7 - 12)</b>	<b>Senior Girls (Years 7 - 12)</b>
<p style="text-align: center;"><b>Compulsory Garments</b></p> <p>Academic Pants (embroidered with Heritage College branding, grey)            Academic Long-sleeved Shirt (white, worn tucked-in)            Academic Jumper (v-neck, embroidered with logo, blue)                Blazer (embroidered with logo, blue)            Academic Sock (grey with blue and red stripes)            Tie (Heritage College branded, striped)</p> <p style="text-align: center;"><b>Optional Accessories</b></p> <p>Scarf (Heritage College branded, navy)            Senior Backpack (Heritage College branded, navy)                Belt (black, leather, silver buckle)            Academic Shorts (embroidered with logo, grey)            Beanie (embroidered with Heritage College branding, navy with red stripes)</p> <p style="text-align: center;"><b>School Shoes</b></p> <p>School shoe (black polishable leather, with lace-up, velcro or buckle fastening)</p>	<p style="text-align: center;"><b>Compulsory Garments</b></p> <p>Winter Skirt (tartan check) OR            Tailored Pants (embroidered with Heritage College branding, navy)            Academic Long-sleeved Shirt (white, worn tucked-in)            Academic Jumper (v-neck, embroidered with logo, blue)                Blazer (embroidered with logo, blue)            Academic socks (navy with red stripe)                Generic navy socks (above ankle)                Tights (navy)            Tie (striped)</p> <p style="text-align: center;"><b>Optional Accessories</b></p> <p>Winter Scrunchie (Heritage College tartan)            Additional Hair Accessories (navy/black)            Scarf (Heritage College branded, navy)            Senior Backpack (Heritage College branded, navy)            Beanie (embroidered with Heritage College branding, navy with red stripes)</p> <p style="text-align: center;"><b>School Shoes</b></p> <p>School shoe (black polishable leather, with lace-up, velcro or buckle fastening)</p>
<p><b>Garment Care and Attention</b></p> <p><i>Academic Jumper:</i> must be in good condition and not faded, overly pilling or failing elasticity at the waist, wrist or neck.</p> <p><i>Tailored Pants:</i> cuff areas are to be neat and tidy, not torn or ragged.</p> <p><i>Dress and Skirt:</i> to be worn at an appropriate length (touching the knee when standing). Dresses and skirts should be neatly hemmed.</p> <p><i>Undergarments:</i> must not be visible. Students with visible undergarments (eg. t-shirts, skivvies, shorts under dresses) will be asked to render them invisible or remove them.</p> <p><i>Accessories:</i> short supplies of ties, hats and socks are available to purchase at Reception on campus.</p>	





## Appendix C: Sports Uniform Direction - Summer and Winter

<b>Sports Uniform</b> <i>All items must be purchased from the Official Supplier, Noone Imagewear</i>
<b>Secondary</b>
<b>Compulsory Garments</b> Sports Shorts (embroidered with Heritage College branding, navy) Sports Short Sleeve Polo (embroidered with logo, navy) Sports Pants (microfibre, navy) Sports Ankle Sock (white with blue band and red Heritage College branding) Softshell Jacket (embroidered with logo, navy)
<b>Optional Garments</b> Sports Long Sleeve Polo (embroidered with logo, navy)
<b>Sport Shoes</b> Sneakers (lace-up) of any colour; no casual or walking shoes permitted ie. Converse
<b>Swimwear</b> Swimwear should be modest at all times. Full cover one piece bathers for girls are preferable.



## Appendix D: Attire & Grooming

Attire and Grooming	
Boys	Girls
<ul style="list-style-type: none"> <li>● Facial hair is not permitted.</li> <li>● Hair is to be neat and tidy with no unnatural colours or styles.</li> <li>● Hair longer than shoulder length must be tied back with a single tie.</li> <li>● Hair over the eyes must be pinned or tied back away from the face.</li> <li>● Earrings are limited to a single pair of small studs in the lower earlobe.</li> <li>● Facial piercings are not permitted.</li> <li>● A single wristwatch is permitted.</li> <li>● The use of coloured nail polish is not permitted.</li> </ul>	<ul style="list-style-type: none"> <li>● Light makeup is acceptable.</li> <li>● Application or wearing of false eyelashes are not permitted.</li> <li>● Earrings are limited to a single pair of small studs or standard 10mm thin sleepers (or smaller) in the lower earlobe.</li> <li>● Facial piercings are not permitted.</li> <li>● A single wristwatch is permitted.</li> <li>● Hair is to be neat and tidy with no unnatural colours or styles.</li> <li>● Hair longer than shoulder length must be tied back with a single tie.</li> <li>● Hair over the eyes must be pinned or tied back away from the face.</li> <li>● The use of coloured nail polish, fake and acrylic nails is not permitted.</li> <li>● No other jewellery is permitted, including necklaces, bracelets, anklets and additional piercings.</li> </ul>
<p><b>Tattoos</b></p> <p>Any and all forms of tattoos, permanent or otherwise, are not permitted to be displayed.</p>	



## Appendix E: Events & Graduation

### Ceremonial Dress for Special Events

Academic Uniform is required.

Students who attend in mixed (sports/academic) or out of uniform will not participate in special events.

All uniform items are to be clean, ironed and in good condition. Long-sleeved shirts (Winter Academic Uniform) are to be tucked in at all times.

Black school shoes are to be polished prior to all special events.

### Formal Attire for Special Events

All formal attire will need approval by the coordinator of the event.

### Graduation Ceremony end Term 4

#### All Year 12 Graduating Students

In order to maintain the integrity of the Heritage College Graduation Ceremony, all graduating students must wear the Academic shirt and tie from the Winter Uniform range, in addition to the following:

Girls are to wear the Heritage College winter skirt with navy knee-high socks/navy tights or Heritage College pants with navy knee-high socks.

Summer Academic dress is not appropriate attire for the event.

Boys are to wear the Heritage College tailored pants with grey Heritage College socks.








Shorts are not appropriate attire for the event.

All graduates are to wear black, leather, polishable school shoes in excellent condition for the event.











## Appendix F: Noone uniform items

### Primary - Boys Academic Summer


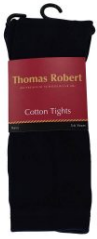
 Pullover	 Pants      Shorts	 S/S Shirt	 Socks
 Black Polishable Leather	 Hat	 Belt	

### Primary - Boys Academic Winter









 Pullover	 Pants      Shorts	 L/S Shirt	 Socks
 Tie	 Black Polishable Leather	 Hat	 S/Shell Jacket



**Primary - Girls Academic Summer**










 <p>Pullover</p>	 <p>Dress</p>	 <p>Socks</p>	 <p>Tights</p>
 <p>Black Polishable Leather</p>	 <p>Hat</p>		

**Primary - Girls Academic Winter**

 <p>Pullover</p>	 <p>Tunic      Pants</p>	 <p>L/S Shirt</p>	 <p>Tights      Tie</p>
 <p>Socks</p>	 <p>Black Polishable Leather</p>	 <p>Hat</p>	 <p>S/Shell Jacket</p>











## Primary - Sport










			
Rugby Top	Trackpants	L/Sleeve Polo	Socks
			
Hat	Shorts	S/Sleeve Polo	S/Shell Jacket
			
Runners			



### Secondary - Boys Academic Summer





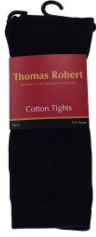


 Blazer	 Pullover	 Shorts	 S/S Shirt
 Socks	 Black Polishable Leather	 Hat	 Belt

### Secondary - Boys Academic Winter









 Blazer	 Pullover	 Pants	 L/S Shirt
 Socks	 Tie	 Belt	 Black Polishable Leather
			 Hat



**Secondary - Girls Academic Summer**

 <p>Blazer</p>	 <p>Pullover</p>	 <p>Dress</p>	 <p>Socks</p>
 <p>Tights</p>	 <p>Black Polishable Leather</p>	 <p>Hat</p>	





**Secondary - Girls Academic Winter**

 <p>Blazer</p>	 <p>Pullover</p>	 <p>Skirt      Pants</p>	 <p>L/S Shirt</p>
 <p>Tights      Tie</p>	 <p>Socks</p>	 <p>Black Polishable Leathe</p>	 <p>Hat</p>





## Secondary - Sport

			
S/Shell Jacket	Trackpants	L/Sleeve Polo	Socks
			
Hat	Shorts	S/Sleeve Polo	Runners